

ARKANSAS STATE BOARD OF HEALTH

Rules for Cosmetology, Body Art, Permanent Cosmetics, and Semi-Permanent Cosmetics in Arkansas



Adopted 1965

Amended
1974, 1975
1976, 1978
1980, 1981
1985, 1987
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and 2021

Issued by

ARKANSAS STATE BOARD OF HEALTH

**COSMETOLOGY, BODY ART,
PERMANENT COSMETICS, AND SEMI-PERMANENT COSMETICS RULES
TABLE OF CONTENTS**

100.	Authority and Purpose.....	6
101.	Authority.....	6
102.	Purpose	6
103.	Location	6
104.	Fees	6
200.	General Provisions	8
201.	Enforcement of Rules	8
202.	Access for Enforcement of Rules	9
203.	Authorization by the Department	10
204.	Changes and Notification Requirements – Establishments	10
205.	General Licensure Requirements.....	11
206.	Consumer Information.....	12
207.	Investigations.....	12
208.	Complaint Policy	13
300.	Licensure.....	13
301.	Individual Licensure Requirements for Cosmetology and Related Branches	13
302.	Individual Licensure Requirements for Body Art, Permanent Cosmetics, And Semi-Permanent Cosmetics.....	14
303.	Reciprocity for Cosmetology and Related Branches.....	15
304.	Reciprocity for Body Art or Body Piercing.....	16
305.	Reciprocity for Permanent Cosmetics	17
306.	Reciprocity for Semi-Permanent Cosmetics.....	17
307.	Issuance of Temporary License for Applicants Applying under Reciprocity as a Body Artist, Permanent Cosmetics Artist, or Semi-Permanent Artist	18
308.	Reciprocity for person applicants from a state that does not license profession under Act 1011 of 2019.	18
309.	Licensure for Body Art, Permanent Cosmetics, and Semi-Permanent Cosmetics through Apprenticeship under the Earn and Learn Act of 2021	18
310.	Occupational Licensing of Uniform Service Members, Veterans and Spouses under Act 135 of 2021	18
311.	Determination of Prohibiting Criminal Offenses for Licensure	19
312.	Determination of Pre-Licensure Prohibiting Offense.....	20
313.	Fee Waiver under Act 725 of 2021	20

314.	Examination for Cosmetology and Related Branches	21
315.	Examinations for Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetics .	22
316.	License.....	23
317.	Temporary Demonstration License	23
400.	Licensure for Schools, Training Facilities, Postsecondary Schools, or Postsecondary Institutions.	24
401.	Application for New Private School of Cosmetology	24
402.	Application for New Private Postsecondary School of Cosmetology	25
403.	Application for New Private Training Facility of Body Art	26
404.	Application for New Private Postsecondary Institution of Permanent Cosmetics or Semi- Permanent Cosmetics	27
405.	Changes and Notification Requirements	29
406.	Application for a New Cosmetology Program in a Public or State-Operated School	29
407.	Application for a New Postsecondary Cosmetology Program in a Public or State-Operated School.....	30
408.	Application for a Relocated School of Cosmetology, Postsecondary School of Cosmetology, or Postsecondary Institution of Permanent Cosmetics or Semi- Permanent Cosmetic	31
409.	Instructor Training - Requirements for Schools of Cosmetology or Postsecondary Schools of Cosmetology	32
410.	Instructor Curriculum for Schools of Cosmetology or Postsecondary Schools of Cosmetology	32
411.	Sponsor Educator Curriculum for Postsecondary Institutions of Permanent Cosmetics or Semi-Permanent Cosmetic.	33
412.	Artist Trainer Requirements for Training Facilities of Body Art.....	33
413.	Instructor/Instructor-Trainee Ratio for Schools of Cosmetology, Postsecondary Schools of Cosmetology, or Postsecondary Institutions of Permanent Cosmetics or Semi-Permanent Cosmetic	34
414.	Renewal Requirements for Instructors for Schools of Cosmetology or Postsecondary Schools of Cosmetology	34
415.	Renewal Requirements for Sponsor Educator for Postsecondary Institutions of Permanent Cosmetics or Semi-Permanent Cosmetic.....	35
500.	Student and Artist in Training Registration and Curriculum Requirements	36
501.	Student Registration Requirements	36
502.	Artist in Training Registration.....	38
503.	Cosmetology Curriculum for Schools of Cosmetology or Postsecondary Schools of Cosmetology	38

504.	Manicure Curriculum for Schools of Cosmetology or Postsecondary Schools of Cosmetology	39
505.	Aesthetic Curriculum for Schools of Cosmetology or Postsecondary Schools of Cosmetology	40
506.	Electrology for Schools of Cosmetology or Postsecondary Schools of Cosmetology	41
507.	Body Art Curriculum Training Facilities of Body Art.	43
508.	Curriculum for Postsecondary Institutions of Permanent Cosmetics or Semi-Permanent Cosmetic	44
509.	Facility Use for Non-Accredited Courses	47
510.	Discretionary Acceptance of Certified Courses from Related Educational Training	47
511.	Discretionary Off-Campus Student Hours for Schools, Postsecondary Schools, or Postsecondary Institutions.	48
512.	Instructor/Enrolled Student Ratio	48
513.	Body Art Training Facilities: Artist-in-Training / Artist Trainer Ratio	49
600.	Training Requirements – Responsibilities for Schools, Postsecondary Schools, Postsecondary Institutions or Training Facilities	49
601.	Cosmetology-In-Classroom, Online and Distance Education	49
602.	Special Programs-In-Classroom Education for Cosmetology	50
603.	Body Art - In-Classroom, Online and Distance Education Training Requirements ..	51
604.	Permanent Cosmetics or Semi-Permanent Cosmetic-In-Classroom, Online and Distance Education Training Requirements	52
605.	Monthly Reports	53
606.	Daily Records	54
607.	Tuition and Fees for Schools, Postsecondary Schools, or Postsecondary Institutions	54
608.	Rules for Schools, Postsecondary Schools, Postsecondary Institutions or Training Facility Catalog	54
609.	School, Postsecondary School, or Postsecondary Institution Contracts	55
700.	Requirements for Establishments, Mobile Salons, Schools, Institutions, or Training Facilities	56
701.	Physical Facilities Cosmetology, Body Art and/or Permanent Cosmetics or Semi-Permanent Cosmetic	56
702.	Cosmetology Specific Physical Facilities	60
703.	Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetics Specific Physical Facilities	62
704.	Building Requirements for Schools, Postsecondary Schools, or Postsecondary Institutions	64
705.	Specific Building Requirements for School of Cosmetology or Postsecondary School of Cosmetology:	65

706.	Specific Building Requirements for Postsecondary Institution of Permanent Cosmetics or Semi-Permanent Cosmetics and Training Facilities for Body Art	66
707.	Equipment for New, Existing and Relocated Schools, Postsecondary Schools, or Postsecondary Institutions	67
708.	Initial Inspection of a New or Relocated Schools, Postsecondary Schools, or Postsecondary Institutions	67
709.	Final Inspection of New or Relocated Schools, Training Facilities, Postsecondary Schools, or Postsecondary Institutions	68
710.	Routine Inspection of Schools, Training Facilities, Postsecondary Schools, or Postsecondary Institutions	68
711.	Purchase of an Existing School, Training Facilities, Postsecondary School, or Postsecondary Institution	68
800.	Equipment and Chemical Use in Cosmetology and its related Branches and Standards for Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetic.	69
801.	Equipment and Chemical Use in Cosmetology and its Related Branches	69
802.	Body Piercing Standards	70
803.	Body Art Standards	71
804.	Branding Standards.....	71
805.	Scarification Standards.....	71
806.	Permanent Cosmetics or Semi-Permanent Cosmetics Standards.....	72
807.	Operation Standards	72
808.	Documentation and Consent Required for Minors and Incapacitated Adults Under Legal Guardianship.....	73
809.	Client Information.	75
810.	Restrictions Concerning Body Art, Permanent Cosmetic, and Semi-Permanent Cosmetics Procedures	75
900.	Severability	76
901.	Severability.....	76
902.	Repeal	76
903.	Definitions	76

100. Authority and Purpose

101. Authority

- (a) The following Rules for Cosmetology, Body Art, Permanent Cosmetics, and Semi-Permanent Cosmetics in Arkansas were duly promulgated by the Arkansas State Board of Health pursuant to the authority expressly conferred by the Cosmetology Act -Ark. Code Ann. §17-26-101 et seq. and other applicable laws of the State of Arkansas.

102. Purpose

- (a) These Rules are prepared for the purpose of establishing standards to:
 - (1) regulate the vocation of cosmetology and its related occupations, specifically manicuring, aesthetics, and electrology, and the application of body art, Permanent Cosmetics or Semi-Permanent Cosmetics,
 - (2) provide for the licensing of persons to carry on and to teach such vocation; and,
 - (3) regulate the conduct and sanitation of establishments, mobile salons, schools of cosmetology, body art training facilities, postsecondary schools of cosmetology or postsecondary institutions of Permanent Cosmetics or Semi-Permanent Cosmetics so as to prevent the spreading of communicable diseases and, to provide penalties for violation thereof.

103. Location

- (a) The office of the Cosmetology, Body Art, Permanent Cosmetics, and Semi-Permanent Cosmetics Section is located at 4815 West Markham, Little Rock, Arkansas 72205. All matters related to cosmetology licensing should be directed to the Section office for cosmetology by calling 501-682-2168 or by emailing the Section at Cosmo@arkansas.gov and for Body Art, Permanent Cosmetics, and Semi-Permanent Cosmetics by calling 501-661-2171 or emailing cosmo@arkansas.gov. Information may also be obtained by accessing the Department’s Website at healthy.arkansas.gov.

104. Fees

- (a) The following fees shall apply as authorized under A.C.A. 17-26-209(a). All fees are non-refundable upon submission:
- (b) Fees for Cosmetology and Related Branches

(1) Enrollment into a school of cosmetology or postsecondary school of cosmetology	\$20.00
(2) Examination for cosmetology and related branches licensing	
(1) First-time candidate and retest candidates	
(i) Practical (Payable to School)	Not to exceed \$65.00
(ii) Written	\$60.00
(2) Reciprocity candidate that has taken a written and practical exam	
(i) State Law	

(3) Reciprocity candidate that has not taken a written and/or practical exam	\$60.00 One-time Fee
(i) Transfer Fee	\$50.00
(ii) Practical (payable to School)	Not to exceed \$65.00
(iii) Written	\$60.00
(3) Renewal of a cosmetology, manicure, aesthetics, electrology or instructor license	Biennially \$50.00
(4) Reinstatement fee for a practitioner license will apply for licenses not renewed within thirty (30) days following the birthday if the licensee	50% of renewal
(5) Reciprocity for a cosmetology, manicure, aesthetics, electrology or instructors license when the licensee is duly licensed in another state	One-time fee \$50.00
(6) New cosmetology establishment or mobile salon	One-time fee \$100.00
(7) Renewal of a cosmetology establishment or mobile salon	Annually \$50.00
(8) Relocation of cosmetology establishment	One-time fee \$50.00
(9) Reinstatement for a cosmetology establishment or mobile salon license will apply for licenses not renewed within thirty (30) days following the expiration date	50% of renewal
(10) Name and/or ownership change of a cosmetology establishment or mobile salon	Each \$25.00
(11) New school of cosmetology or postsecondary school of cosmetology	One-time fee \$1000.00
(12) Renewal of a school of cosmetology or postsecondary school of cosmetology	Annually \$250.00
(13) Reinstatement fee for a school of cosmetology or postsecondary school of cosmetology license will apply for licenses not renewed within thirty (30) days following the expiration date	50% of renewal
(14) Change of name and/or ownership of a school of cosmetology or postsecondary school of cosmetology	One-time fee \$100.00
(15) Duplicate cosmetology, manicure, aesthetics, electrology or instructor license	Per license \$10.00
(16) Certification of Department records	Per license \$10.00
(17) Lifetime license for a currently licensed practitioner that is 65 years or older and has been actively engaged in the practice or teaching of cosmetology for thirty (30) years or more; request for second subsequent copy a duplicate license fee must be paid per licenser.	For first license \$50.00 Per license \$10.00
(18) Registered hairstylist	Annually \$10.00
(19) Hot checks fee for each returned check (does not include all applicable bank fees)	Service Charge \$25.00

(c) Fees for Body Art, Permanent Cosmetics, and Semi-Permanent Cosmetics

(1) Initial/Renewal of each of body art license, permanent cosmetics license, and semi-permanent cosmetics license	Annually \$100.00
(2) Examination for each modality of body art, permanent cosmetics, and Semi-Permanent Cosmetics artist a. First-time candidate and retest candidates i. Practical and Written Examinations	\$50.00
(3) Reinstatement fee for a body art license, permanent cosmetics license, and semi-permanent cosmetics license will apply for licenses that are renewed within ninety (90) days of expiration	One-time fee \$100.00
(4) Reinstatement fee for a body art license, permanent cosmetics license, and semi-permanent cosmetics license will apply for licenses that are expired (not renewed within ninety (90) days of expiration)	One-time fee \$100.00
(5) Reciprocity for a body art, permanent cosmetics, and semi-permanent cosmetics license when the licensee is duly licensed in another state	One-time fee \$500.00
(6) New body art, permanent cosmetics, and semi-permanent cosmetics establishment	One-time fee \$150.00
(7) Renewal of a body art, permanent cosmetics, and semi-permanent cosmetics establishment	Annually \$150.00
(8) Reinstatement for a body art, permanent cosmetics, and semi-permanent cosmetics establishment license will apply for licenses that are expired (not renewed after ninety (90) days of expiration) are considered a new establishment and must apply for a new license	One-time fee \$150.00
(9) New postsecondary institution of Permanent Cosmetics or Semi-Permanent Cosmetics	One-time fee \$850.00
(10) Renewal of postsecondary institution of Permanent Cosmetics or Semi-Permanent Cosmetics	Annually \$150.00
(11) New Body Art Training Facility	One Time Fee \$150.00
(12) Body Art Training Facility Renewal	Annually \$150.00
(13) Event sponsor not in a school/institution for education purposes (not to exceed \$2000.00)	Per Artist \$50.00
(14) Guest Artist for event not in a school/institution setting for education purposes	Per license \$50.00
(15) Event sponsor in a school/institution (not to exceed \$2000.00)	Per Artist \$50.00
(16) Guest Artist for event in a school/institution setting that performs billable services	Per license \$500.00
(17) Hot checks fee for each returned check (does not include all applicable bank fees)	Service Charge \$25.00

(d) Any establishment that is licensed in two or more of Cosmetology, Body Art, Permanent Cosmetics, and Semi-Permanent Cosmetics at the same physical location shall only be charged a single \$150 renewal fee for all establishment licenses. The establishment may be inspected during a single inspection visit to satisfy the inspection requirements of each establishment license.

200. General Provisions

201. Enforcement of Rules

(a) An establishment owner, mobile salon owner, school owner or postsecondary school owner and the person in charge of any such establishment, mobile salon, school of

cosmetology or postsecondary school of cosmetology, training facility of Body Art or postsecondary institution of Permanent Cosmetics or Semi-Permanent Cosmetics shall be liable for implementing and maintaining these Rules in the establishment, mobile salon, school of cosmetology or postsecondary school of cosmetology postsecondary school, training facility of Body Art or postsecondary institution of Permanent Cosmetics or Semi-Permanent Cosmetics. This shall be done individually and jointly with all persons employed by or working in or on the premises of such establishment, mobile salon, school, training facility or postsecondary school or institution. All practitioners, schools, training facilities, postsecondary school or postsecondary institutions, establishments and mobile salon owners, and students shall be held individually liable for implementation and maintenance of the Rules as applicable.

- (b) All persons performing acts of cosmetology and its related occupations, body art, permanent cosmetics, or semi-permanent cosmetics except students in schools of cosmetology or postsecondary schools of cosmetology, training facility of Body Art or postsecondary institution of Permanent Cosmetics or Semi-Permanent Cosmetics shall present satisfactory proof of identification upon request by an authorized representative of the Department. All persons working in an establishment, mobile salon, school of cosmetology, or postsecondary school of cosmetology, training facility of Body Art or postsecondary institution of Permanent Cosmetics or Semi-Permanent Cosmetics shall present a photographic driver's license or photographic identification card issued by any state, federal, or other recognized government entity. Failure to present valid proof of identification shall be grounds for disciplinary action.
- (c) Conducting or operating a school of cosmetology, a postsecondary school of cosmetology, training facility of Body Art or postsecondary institution of Permanent Cosmetics or Semi-Permanent Cosmetics, establishment or mobile salon without a current, valid license shall be grounds for disciplinary action.
- (d) Allowing a person to engage in or attempt to engage in the occupation of a body artist, permanent cosmetics artist, or semi-permanent cosmetics artist, cosmetologist, manicurist, electrologist, aesthetician in or about an establishment or mobile salon or allowing a person to engage in or about a school of cosmetology or a postsecondary school of cosmetology, training facility of Body Art or postsecondary institution of Permanent Cosmetics or Semi-Permanent Cosmetics without a current valid Arkansas license shall be grounds for disciplinary action.
- (e) Performing acts of cosmetology, body art, permanent cosmetics, or semi-permanent cosmetics or attempting to perform acts of cosmetology, body art, permanent or semi-permanent cosmetics for compensation in any form, without a current, valid Arkansas license shall be grounds for disciplinary action.

202. Access for Enforcement of Rules

- (a) To assure compliance with the laws and rules governing the operations of school of cosmetology, postsecondary school of cosmetology, training facility of Body Art or postsecondary institution of Permanent Cosmetics or Semi-Permanent Cosmetics and establishment, the Department's authorized representatives shall have access to the premises of any school of cosmetology, postsecondary school of cosmetology, training

facility of Body Art or postsecondary institution of Permanent Cosmetics or Semi-Permanent Cosmetics or establishment, at any time that the school, postsecondary school, training facility of Body Art or postsecondary institution of Permanent Cosmetics or Semi-Permanent Cosmetics or establishment is open for business or at any time that the instruction or practice of cosmetology, body art or Permanent Cosmetics or Semi-Permanent Cosmetics is being conducted.

- (b) To assure compliance with the laws and rules governing the operations of mobile salons, the Department's authorized representatives shall have access to the premises of any mobile salon at any time the mobile salon is open for business. The Department's representative may contact the mobile salon owner or representative to obtain a destination schedule for inspection purposes only.
- (c) Refusal to permit or interference with, an inspection and/or audit constitutes a cause for disciplinary action.

203. Authorization by the Department

- (a) Any person, firm, or corporation desiring to open a cosmetology, body art, permanent cosmetics, or semi-permanent cosmetics establishment or mobile salon shall submit an application for licensure to the Department for approval.
- (b) Any person, firm or corporation who has applied for a license to operate a cosmetology, body art, permanent cosmetics, or semi-permanent cosmetics establishment or mobile salon will receive a license allowing the owner to operate the establishment or mobile salon upon approval by the Cosmetology Technical Advisory Committee. The license shall be conspicuously posted in the establishment or mobile salon.
- (c) Any person, firm or corporation conducting or operating a cosmetology, body art, permanent cosmetics, or semi-permanent cosmetics establishment or mobile salon shall be required to obtain a current establishment license prior to operating said establishment. The proprietor shall be responsible for compliance with the law and all rules promulgated by the Board.
- (d) Any person, firm or corporation conducting or operating a school of cosmetology, a postsecondary school of cosmetology, training facility of Body Art or postsecondary institution of Permanent Cosmetics or Semi-Permanent Cosmetics, shall be required to obtain a current license prior to operating. The proprietor shall be responsible for compliance with the law and all rules promulgated by the Board.
- (e) An institution wishing to teach both secondary and post-secondary students shall obtain both a license for a School of Cosmetology and a Postsecondary School of Cosmetology. The institution shall also provide a procedure by which it will ensure that only students with a high school diploma or the equivalent are enrolled in the post-secondary school and receive Title IV funds.

204. Changes and Notification Requirements – Establishments

- (a) Name Change – When the name of a licensed establishment or mobile salon is changed from the name which appears on the original application, the owner of record shall file

an application with the Department for approval and shall submit the required fee. Failure to comply with this section within thirty (30) days of changing the name of the establishment or mobile salon will be grounds for disciplinary action.

- (b) Ownership Change – When the ownership of an establishment or mobile salon is changed from the ownership that appears on the original application, the owner on file with the Department and the new owner shall complete the change of ownership form and submit it to the Cosmetology Section within thirty (30) days of said sale or transfer. At the same time, the new owner, lessee, or other legally responsible party shall submit the required fee. The new owner shall submit a copy of his or her driver’s license, and a copy of the legal change of ownership document. Failure to comply with this section shall be grounds for disciplinary action.
- (c) Relocation – When the location of an establishment is changed, it shall be classified as a new establishment and said owner shall comply with the licensing code and rules relating to the original issuance of an establishment license.

205. General Licensure Requirements

- (a) Permits/Licensure – Selling products, in an establishment or mobile salon, that require the seller to hold a special permit or license by Federal or State authorities shall be classified as another type of business. Other types of businesses shall be separated from an establishment or mobile salon in accordance with the requirements specified below in Section 205(b).
- (b) Separation of Establishment or Mobile Salon from other businesses:
 - (1) Unsanitary conditions – An establishment, mobile salon and any other type of business that may create an unsanitary condition (for example, restaurant, grocery store, pet store, etc.) shall be physically separated by solid walls. Further, the owner shall submit a document issued by the Department certifying that the ventilation system(s) of said businesses meets the minimum requirements of the Department.
 - (2) Barber Establishment License – Any establishment or mobile salon that permits a licensed barber to practice the vocation of barbering in the establishment or mobile salon, shall also hold a barber establishment license issued by the Arkansas State Board of Barber Examiners.
- (c) Requirements for testing laboratory products:
 - (1) When laboratory-prepared products are used in a licensed cosmetology establishment or mobile salon, for field testing, full disclosure shall be provided to the model or client so the model or client may make an informed decision as to whether the product should be applied.
 - (2) The establishment owner, mobile salon owner or his/her designee will be required to provide the client or model with a data sheet which states: the name and address of the manufacturer which produces the product, the name and address of the practitioner applying the product and the date and results of the test.
 - (3) The client or model will be required to sign the document which also certifies that the model or client is aware that the product is being applied for testing purposes.

A copy of the document is to be kept by the establishment owner or mobile salon owner and a copy must be given to the client or model for the records.

206. Consumer Information

- (a) A copy of the most recent inspection sheet shall be conspicuously posted in a designated place in reception area, at individual workstations or in clinic area.
- (b) All establishments, mobile salons and schools of cosmetology, postsecondary schools of cosmetology licenses, training facility of Body Art or postsecondary institution of Permanent Cosmetics or Semi-Permanent Cosmetics, practitioners' licenses, artists' licenses, student permits and instructor licenses shall be conspicuously posted in a designated place in reception areas, at the individual workstations, or in the clinic area.
- (c) No license which has expired or become invalid for any reason whatsoever shall be displayed by any person in connection with the practice of cosmetology, any of its branches, body art, or Permanent Cosmetics or Semi-Permanent Cosmetics.
- (d) A copy of the online complaint website and phone number for the Arkansas Department of Health Cosmetology, Body Art, Permanent Cosmetics, and Semi-permanent Cosmetics Section shall be posted in a designated place in reception area, at individual workstations or in clinic area.

207. Investigations

- (a) The Department of Health shall conduct investigations and inspections as promulgated by the Rules. Initial, routine and complaint inspections are conducted to ensure compliance with the licensing law and rules. Any inspector shall have the authority to enter and inspect any establishment or mobile salon at any time during business hours. Establishments and mobile salons are inspected at least annually but not limited to, to ensure compliance with the licensing law and rules promulgated by the Board unless complaints are received by the Department. The inspectors examine licenses; inspect buildings and equipment; report violations of the law or rules; investigate complaints; and perform initial inspections of new -cosmetology establishments.
- (b) After the Department has taken final action in the event a licensee should wish to appeal final Department action to the Cosmetology Technical Advisory Committee, this appeal must be made in writing to the Department and must be made within thirty (30) days of receipt of final Department action.
 - (1) Hearings conducted by the Cosmetology Technical Advisory Committee may be held bimonthly for review of cases for which disciplinary action may be required.
 - (2) Except as provided in Subsection (b)(2)207(b)(2)(A) of this rule, a hearing attended by two (2) or more members of the committee is a meeting.
 - (A) A final order shall not be imposed by fewer than three (3) members.
 - (B) A final order imposed by the committee may be appealed to the Board within thirty (30) days of its receipt.

208. Complaint Policy

- (a) Complaints against a person, establishment, mobile salon, school of cosmetology, training facility of body art, postsecondary school of cosmetology, postsecondary institution of Permanent Cosmetics or Semi-Permanent Cosmetics, shall be reviewed as follows:
 - (1) Any person may file a complaint against any of the following: a person, establishment, mobile salon, school of cosmetology, training facility of body art, postsecondary school of cosmetology, or postsecondary institution of Permanent Cosmetics or Semi-Permanent Cosmetics licensed by the Board on any of the grounds for disciplinary action provided in § 17-26-105, § 17-26-611, § 17-26-712 of the Cosmetology Act.
 - (2) Official complaints must be made in writing within ninety (90) days from the date of infraction. In the event of a complaint from a student concerning the hours accrued or issues relevant to the completion of the course the student may submit a complaint against the school of cosmetology, training facility of body art, postsecondary school of cosmetology, or postsecondary institution of Permanent Cosmetics or Semi-Permanent Cosmetics within ninety (90) days after the Certificate of Training form is submitted to the Department by the school.
 - (3) Complaints against a Board licensee will be provided a hearing by the Cosmetology Technical Advisory Committee. The Cosmetology Technical Advisory Committee will hold hearings bimonthly. Appeals of Committee findings may be heard by the Board.
 - (4) Any disciplinary action taken under § 17-26-105 (10), § 17-26-611, § 17-26-712 of the Cosmetology Act may be waived as authorized by Ark. Code Ann. § 17-3-102 in certain circumstances.

300. Licensure

301. Individual Licensure Requirements for Cosmetology and Related Branches

- (a) No person shall practice any phase of cosmetology and its related occupations with the intent of receiving compensation when the person does not hold a current and valid license issued by the Board, nor can any licensed cosmetologist practice any phase of cosmetology and its related occupations, other than in a licensed cosmetology establishment or mobile salon except when services rendered involve a special event in which the cosmetology service is to be performed for an on-site participant of the event.
- (b) These Rules are not applicable to any establishment under the control or direction of a duly licensed physician, nor do they apply to licensed medical hospitals and similarly licensed medical institutions.
- (c) The following requirements must be completed before any individual shall receive a cosmetology and related branch license:

- (1) The applicant must complete an approved school of cosmetology or postsecondary school of cosmetology as set forth by the Department. Student shall train in a licensed school of cosmetology or postsecondary school of cosmetology under a currently licensed instructor who has been licensed and operating in compliance with the rules in the State of Arkansas; and,
 - (2) At the end of the required training period, the applicant must successfully complete and pass a written examination approved by the Department and complete and pass a practical examination developed and approved by the Department, each administered by a licensed school of cosmetology or postsecondary school of cosmetology.
- (d) An individual who only provides washing, cleansing, drying, blow drying, combing, brushing, or styling services for the hair of any person for compensation only in a licensed cosmetology establishment and under the supervision of a licensed cosmetologist who is available to address health and safety issues that may arise in the individual providing services to a person, but does not provide other services under the art of cosmetology as described in Rule 903(f), may register as a Registered Hairstylist with the Department to provide services for compensation.
- (1) An individual who only cleanses the hair of any person for compensation does not meet the definition of a hairstylist for this Section and is not required to register with the Department.
 - (2) A licensed cosmetologist must supervise directly within the establishment's immediate service area.

302. Individual Licensure Requirements for Body Art, Permanent Cosmetics, And Semi-Permanent Cosmetics

- (a) No person except a duly licensed physician shall engage in the practice of body art, permanent cosmetics, and semi-permanent cosmetics or act as a body artist, a permanent cosmetics artist, or semi-permanent cosmetics artist unless licensed by the Department as body artist, permanent cosmetics artist, and semi-permanent cosmetics artist.
- (b) These Rules are not applicable to any establishment under the control or direction of a duly licensed physician, nor do they apply to licensed medical hospitals and similarly licensed medical institutions.
- (c) The following requirements must be completed before any individual shall receive a body art license, permanent cosmetics license, or a semi-permanent cosmetics license:
 - (1) Prior to applying for a license, the applicant must complete blood-borne pathogens training which meets the requirements of the Occupational Safety and Health Administration (OSHA) and is approved by the Department.
 - (2) An application for a license shall be filed with the Department.
 - (3) The applicant must complete an approved apprenticeship program at a body art training facility, or a course at a licensed postsecondary institution of permanent cosmetics and semi-permanent cosmetics as set forth by the Department. Artist in

training or student shall train in a licensed body art training facility or permanent cosmetics postsecondary institution, and semi-permanent cosmetics postsecondary institution under a currently licensed artist trainer who has been licensed and operating in compliance with the rules in the State of Arkansas for a period of not less than five (5) years or a sponsor educator/instructor for permanent cosmetics and semi-permanent cosmetics who has been licensed and operating in compliance with the rules on or after July 28, 2021; and,

- (4) At the end of the required training period, the applicant must successfully complete a written and practical exam in the field(s) of study.
 - (5) The Department shall levy and collect a nonrefundable fee of one hundred (\$100.00) dollars from each artist in training or student for the annual licensure fee.
 - (6) The Department shall levy and collect a nonrefundable fee of fifty (\$50.00) dollars from each artist in training or student who applies to take the written and practical examinations for each modality of Body Art or each of Permanent Cosmetics and Semi-Permanent Cosmetics.
- (d) Additional requirements for licensure for scarification:
- (1) Artists in training pursuing licensure for scarification shall also complete basic first aid and CPR training, which is approved by the Department.
 - (2) Artists in training pursuing licensure for scarification shall possess a current license in another field of body art. They shall also submit training and experience documentation related to scarification for review by the Department to determine eligibility for licensure.
- (e) Continuing Education for Permanent Cosmetics Artist and Semi-Permanent Cosmetics Artist:
- (1) Artist shall complete not less than eight (8) clock hours of continuing education at an institution licensed by the board in order to renew his or her license each year.

303. Reciprocity for Cosmetology and Related Branches

- (a) Upon application to the Department in the form provided for the particular class of license applied for, accompanied by the required fee application shall expire after one year), a person licensed as a cosmetologist, electrologist, manicurist, aesthetician or instructor under the laws of another state shall be granted a license to practice the occupation or occupations in the state not of greater scope than the occupation or occupations for which the applicant was previously licensed in the other state, upon the following conditions:
 - (1) If applicant is licensed under the laws of another state:
 - (A) That the applicant for license as a cosmetologist, manicurist, or aesthetician is not less than eighteen (18) years of age and the applicant for a license as an instructor or electrologist is not less than twenty-one (21) years of age;

- (B) That the applicant holds a current valid license upon application for reciprocity, evidenced by certified copy of the license and an affidavit from the other state or by such other evidence as the Department may require;
 - (C) That the applicant has passed an examination comparable to the examination given in this state; and
 - (D) That the applicant passes an Arkansas law examination under this chapter.
- (2) If the applicant has completed or partial hours cosmetology and related branches
- (A) A person who has completed 1500 hours under the laws of another state shall be eligible for examination upon the following conditions:
 - (i) That the applicant for license as a cosmetologist, manicurist, or aesthetician is not less than eighteen (18) years of age and the applicant for a license as an instructor or electrologist is not less than twenty-one (21) years of age;
 - (ii) Completed hours evidenced by certified copy of training and an affidavit received directly from the other state or by such other evidence as the Department may require; and,
 - (iii) Passes a written and practical examination.
 - (B) A person that has completed partial hours under the laws of another state shall be eligible for examination under upon the following conditions:
 - (i) That the applicant for license as a cosmetologist, manicurist, or aesthetician is not less than eighteen (18) years of age and the applicant for a license as an instructor or electrologist is not less than twenty-one (21) years of age;
 - (ii) Partial hours evidenced by certified copy of training and an affidavit received directly from the other state or by such other evidence as the Department may require;
 - (iii) Completes the required 1500 hours required under the rules of the Department; and,
 - (iv) Passes a written and practical examination.

304. Reciprocity for Body Art or Body Piercing

- (a) Upon application to the Department in the form provided for the particular class of license applied for, accompanied by the required fee application shall expire after one year), a person licensed as body artist or body piercer under the laws of another state shall be granted a license to practice the occupation or occupations in the state not of greater scope than the occupation or occupations for which the applicant was previously licensed in the other state, upon the following conditions:
 - (1) A person who is licensed as a body artist or body piercer under the laws of another state shall be eligible for examination upon the following conditions:
 - (A) Completed a 6-24-month artist in training program with an artist trainer;
 - (B) Completed the following supervised training in no less than six (6) months:

- (i) For Body Art, at least 375 hours of supervised body artworks; or,
- (ii) For Body Piercing, at least 600 hours of supervised body piercing.
- (C) Completed an approved blood borne pathogens course before applying for the written examination;
- (D) That the applicant has passed an examination comparable to the examination given in this state; and,
- (E) That the applicant passes an Arkansas written examination under this chapter.

305. Reciprocity for Permanent Cosmetics

- (a) A person who is licensed as a permanent cosmetics artist under the laws of another state shall be eligible for examination upon the following conditions:
 - (1) Completed not less than four hundred (400) clock hours of supervised permanent cosmetics education, including not less than one hundred eighty (155) hours of supervised on-site work and not less than two hundred (200) hours of classroom instruction, in a period not less than six (6) months or more than twenty-four (24) months in an establishment licensed.
 - (2) Completed an approved blood borne pathogens course before applying for the written examination;
 - (3) That the applicant has passed an examination comparable to the examination given in this state; and
 - (4) That the applicant passes an Arkansas written examination under this chapter.

306. Reciprocity for Semi-Permanent Cosmetics

- (a) A person who is licensed as a semi-permanent cosmetics artist under the laws of another state shall be eligible for examination upon the following conditions:
 - (1) Completed not less than six hundred (600) clock hours of supervised semi-permanent cosmetics education, including not less than one hundred fifty (150) hours of supervised on-site work and not less than two hundred (200) hours of classroom instruction, in a period not less than six (6) months or more than twenty-four (24) months in an establishment licensed.
 - (2) Completed an approved blood borne pathogens course before applying for the written examination;
 - (3) That the applicant has passed an examination comparable to the examination given in this state; and
 - (4) That the applicant passes an Arkansas written examination under this chapter.

307. Issuance of Temporary License for Applicants Applying under Reciprocity as a Body Artist, Permanent Cosmetics Artist, or Semi-Permanent Artist

- (a) The Department shall issue a temporary license immediately upon receipt of the application, the required fee, and the documentation required under (A) (1), (2), and (3).
- (b) The temporary license shall be effective for 160 days or, unless the Department determines that, the applicant does not meet the requirements in Reciprocity Section 308 in which case the temporary license shall be immediately revoked. An applicant may provide the rest of the documentation required above in order to receive a license, or the applicant may only provide the information necessary for the issuance of a temporary license.

308. Reciprocity for person applicants from a state that does not license profession under Act 1011 of 2019.

- (a) Required Qualifications. An applicant from a state that does not license cosmetologists, electrologists, manicurists, aestheticians, body artists, body piercer, permanent and Semi-Permanent Cosmetics artist or instructors shall meet the following requirements:
 - (1) The applicant shall be sufficiently competent in the applicable occupation and
 - (2) Meet the same application and licensure requirements as any other applicant under these rules

309. Licensure for Body Art, Permanent Cosmetics, and Semi-Permanent Cosmetics through Apprenticeship under the Earn and Learn Act of 2021

- (a) An applicant for licensure for Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetics under this Rule shall provide satisfactory proof of completion of apprenticeship via official documentation from the apprenticeship program. This documentation may be in the form of a certificate, diploma, or similar official credential, or letter on official program letterhead.
- (b) An applicant for licensure under this Rule shall provide satisfactory documentation that the completed apprenticeship program meets the federal guidelines set out in 29 C.F.R. Part 29, as existing on March 1, 2021, and that the program has been approved by the United States Office of Apprenticeship or the Arkansas Department of Workforce Services.
- (c) An applicant for licensure under this Rule shall meet all the other non-educational requirements for licensure under these Rules, including Section 302.
- (d) If an applicant is denied a license for failing to meet the criteria in (a)-(c), the applicant shall be provided the reason for denial in writing.

310. Occupational Licensing of Uniform Service Members, Veterans and Spouses under Act 135 of 2021

- (a) This Rule applies to a:

- (1) uniformed service member stationed in the State of Arkansas;
- (2) uniformed service veteran who resides in or establishes residency in the State of Arkansas; or,
- (3) the spouse of 310(a)(1) or 310(a)(2) including a:
 - (A) uniformed service member who is assigned a tour of duty that excludes the spouse from accompanying the uniformed service member and the spouse relocates to Arkansas; or,
 - (B) uniformed service member who is killed or succumb to his or her injuries or illness in the line of duty if the spouse establishes residency in Arkansas.
- (b) Automatic licensure shall be granted to persons listed in Subsection 310(a) if:
 - (1) The person is a holder in good standing of occupational licensure with similar scope of practice issued by another state, territory, or district of the United States; and,
 - (2) The person pays the licensure fee in Rule 104.
- (c) Credit toward initial licensure – Relevant and applicable uniformed service education, training, or service-issued credential shall be accepted toward initial licensure for a uniformed service member or a uniformed service veteran who makes an application within one (1) year of his or her discharge from uniformed service
- (d) Expiration Dates – A license expiration date shall be extended for a deployed uniformed service member or spouse for one hundred eighty (180) days following the date of the uniformed service member's return from deployment.
- (e) Continuing Education – A uniformed service member or spouse shall be exempt from continuing education requirements in Sections 302(e) and 414(b) for one hundred eighty (180) days following the date of the uniformed service member's return from deployment.
- (f) Any uniformed service member or spouse exercising the exemption shall provide evidence of completion of continuing education evidence of before renewal or grant of a subsequent license.

311. Determination of Prohibiting Criminal Offenses for Licensure

- (a) An individual is not eligible to receive or hold a license issued by the Department if that individual has pleaded guilty or nolo contendere to or been found guilty of any of the offenses detailed in Ark. Code Ann. §17-2-102 et. seq. by any court in the State of Arkansas or of any similar offense by a court in another state or of any similar offense by a federal court, unless the conviction was lawfully sealed under the Comprehensive Criminal Record Sealing Act of 2013 § 16-90-1401 et. seq. or otherwise sealed, pardoned or expunged under prior law.
- (b) The Department may grant a waiver as authorized by Ark. Code Ann. § 17-2-102 in certain circumstances.
- (c) Upon notification to the Department that an individual licensed under these Rules has pleaded guilty or nolo contendere to or been found guilty of any of the offenses detailed

in Ark. Code Ann. §17-2-102 et. seq. by any court in the State of Arkansas or of any similar offense by a court in another state or of any similar offense by a federal court, the Department shall initiate an investigation into the individual's convictions and the licensed individual may be subject to suspension, revocation, or denial of a license pursuant to these Rules.

- (d) The Department is not authorized to conduct criminal background checks but may inquire about criminal convictions upon application or renewal of a license. Any applicant or licensee which provides false information to the Board regarding a criminal conviction may be subject to suspension, revocation, or denial of a license.
- (e) This Section does not apply to individuals applying for a body art license.

312. Determination of Pre-Licensure Prohibiting Offense

- (a) Pursuant to Act 990 of 2019, an individual may petition for a pre-licensure determination of whether the individual's criminal record will disqualify the individual from licensure and whether a waiver may be obtained.
- (b) The individual must obtain the pre-licensure criminal background check petition form from the Department.
- (c) The Department will respond with a decision in writing to a completed petition within a reasonable time.
- (d) The Department response will state the reason(s) for the decision.
- (e) All decisions of the Department in response to the petition will be determined by the information provided by the individual.
- (f) Any decision made by the Department in response to a pre-licensure criminal background check petition is not subject to appeal.
- (g) The Department will retain a copy of the petition and response and it will be reviewed during the formal application process.

313. Fee Waiver under Act 725 of 2021

- (a) Pursuant to Act 725 of 2021, an applicant may receive a waiver of the initial licensure fee, if eligible. Eligible applicants are applicants who:
 - (1) Are receiving assistance through the Arkansas, or current state of residence equivalent, Medicaid Program, the Supplemental Nutrition Assistance Program (SNAP), the Special Supplemental Nutrition Program for Women, Infants, and Children (SSNP), the Temporary Assistance for Needy Families Program (TEA), or the Lifeline Assistance Program (LAP);
 - (2) Were approved for unemployment within the last twelve (12) months; or
 - (3) Have an income that does not exceed two hundred percent (200%) of the federal poverty income guidelines.
- (b) Applicants shall provide documentation showing their receipt of benefits from the appropriate State Agency.

- (1) For Medicaid, SNAP, SSNP, TEA, or LAP, documentation from the Arkansas Department of Human Services (DHS), or current state of residence equivalent agency;
 - (2) For unemployment benefits approval in the last twelve (12) months, the Arkansas Department of Workforce Services, or current state of residence equivalent agency; or
 - (3) For proof of income, copies of all United States Internal Revenue Service Forms indicating applicant's total personal income for the most recent tax year e.g., "W2," "1099," etc.
- (c) Applicants shall attest that the documentation provided under (b) is a true and correct copy and fraudulent or fraudulently obtained documentation shall be grounds for denial or revocation of license.

314. Examination for Cosmetology and Related Branches

(a) Written Examinations

- (1) Any person who has acquired training in cosmetology, manicuring, aesthetics, or instructor as stipulated in A.C.A.17-26-304, any person who has acquired training in Electrology as stipulated in A.C.A.17-26-306, or any person who has acquired training in Electrology Instructor as stipulated in A.C.A.17-26-307 is required to take the examination. Any person who owes a financial obligation to the Department will be deemed ineligible to examine until the debt is paid in full.
- (2) If the training was provided in this state:
 - (A) Completed training: The School of cosmetology or postsecondary school of cosmetology is responsible for submitting a Certificate of Training Graduated form to the Department confirming the completion of hours.
 - (B) Partial training currently enrolled – The School of cosmetology or postsecondary school of cosmetology is responsible for submitting Early Testing-examination form.
- (3) If the Department's records agree that the person has met all eligibility requirements and does not owe a financial obligation to the Section, then the person will be deemed eligible to schedule for the written examination.
- (4) If the training, completed or partial, was obtained in another state, then the applicant must meet eligibility requirements. The applicant is responsible for arranging to have sent to the Department his/her certification from the other state or school in which the hours were obtained. If the Department determines eligibility requirements are met, the applicant will be required to take the Arkansas written and practical exams.

(b) Practical Examination for Cosmetology and Related Branches:

- (1) Schools of Cosmetology or Postsecondary Schools of Cosmetology shall administer the Arkansas practical licensing examination that has been developed

by the Department and which shall include use of the official (grading, scoring, and rating) document.

(2) A supply list shall be developed and provided by the School for each candidate which contains the implements, supplies, and equipment necessary to perform each phase of the examination. Each candidate will be required to bring a kit and/or carrying case, which contains all the necessary items contained in the list.

(3) Schools will determine allotted time for the examination.

(c) General Policies and Procedures

(1) The Section and/or any designated testing provider will establish cancellation policies, interpreter policies, and supply requirements for examinations. All such information shall be made readily available to schools of cosmetology, postsecondary schools of cosmetology, students and reciprocity applicants. Updated Candidate Information Bulletins (CIBs) for the written examination will be posted on the Department's website and, if appropriate, on the website of the designated testing provider responsible for administering examinations.

(d) Grades

(1) A passing grade of seventy-five (75) is required in the practical examination and a grade of seventy (70) is required in the written examination pertaining to the mandated curriculum, as well as the state law exam. In addition, a grade of seventy (70) is required on the state law exam when taken independently.

315. Examinations for Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetics

(a) Any person who has completed training in body art, permanent cosmetics, or semi-permanent cosmetics as stipulated in A.C.A.17-26- 607 or A.C.A.17-26- 707, is required to take a written and practical examination. Any person who owes a financial obligation to the Department will be deemed ineligible to examine until the debt is paid in full. The training facility of body art postsecondary institution of permanent cosmetics or semi-permanent cosmetics is responsible for submitting a Certificate of Training Graduated form to the Department confirming the completion of hours.

(b) Written

(1) If the Department's records agree that the person has met all eligibility requirements and does not owe a financial obligation to the Section, then the person will be deemed eligible to schedule for the written examination. The training facility or postsecondary institution is responsible for submitting a written examination form to the Department.

(c) Practical:

(1) A training facility of Body Art or postsecondary institution of permanent cosmetics or semi-permanent cosmetics shall allow the administration of the Arkansas practical examination that has been developed by the Department and shall include

use of the official (grading, scoring, and rating) document to be administered by a representative of the Department.

(d) **General Policies and Procedures**

- (1) The Section and/or any designated testing provider will establish cancellation policies, interpreter policies, and supply requirements for examinations. All such information shall be made readily available to training facility of Body Art or postsecondary institution of permanent cosmetics or semi-permanent cosmetics, students and reciprocity applicants.

(e) **Grades**

- (1) A passing grade of seventy-five (75) is required in the practical examination and a grade of seventy (70) is required in the written examination pertaining to the mandated curriculum, as well as the state law exam. In addition, a grade of seventy (70) is required on the state law exam when taken independently.

316. License

- (a) A person whose license has been revoked may, after the expiration of one (1) year from the date of such revocation or the final disposition of any appeal, apply for new license in the manner provided for in the original application, and the Board may, in its discretion, exempt the applicant from examination and grant a new license upon payment of proper fee.

317. Temporary Demonstration License

- (a) The Department may issue a temporary demonstration license to an artist, establishment, or a supplier of materials for body art, permanent cosmetics, or semi-permanent cosmetics for:
 - (1) Educational purposes where body art, permanent cosmetics, or semi-permanent cosmetics is performed;
 - (2) Trade shows where body art, permanent cosmetics, or semi-permanent cosmetics is performed;
 - (3) Demonstrations of body art, permanent cosmetics, or semi-permanent cosmetics products or procedures; and
 - (4) An appearance as a guest artist.
- (b) A temporary demonstration license shall be valid for no more than fourteen (14) consecutive calendar days.
- (c) The sponsor of a body art, permanent cosmetics, or semi-permanent cosmetics event for educational purposes, trade shows and/or demonstrations of body art or permanent cosmetics or Semi-Permanent Cosmetics procedures where body art, permanent cosmetics, or semi-permanent cosmetics are performed shall obtain all necessary permits to conduct business in the jurisdiction where the event will be held, including, but not limited to, valid permits issued by the Department.

- (d) The Department shall collect a non-refundable sponsor fee of fifty dollars (\$50) per artist that shall perform body art, permanent cosmetics, or semi-permanent cosmetics at the event, not to exceed two thousand dollars (\$2,000) per event. In addition to the penalties available pursuant to Ark. Code Ann. § 17-26-602 and § 17-26-702, a sponsor who violates this subdivision shall be subject to closure of the temporary body art, permanent cosmetics, or semi-permanent cosmetics event and a penalty not to exceed three times the cost of the permit.
- (e) The Department shall levy and collect a non-refundable fee of fifty dollars (\$50) from a guest artist for a temporary demonstration license.
 - (1) An application for a temporary demonstration license shall be submitted to the Department not less than forty-five (45) days prior to the event for educational purposes, trade show, or demonstration of body art products and procedures where body art, demonstration of body piercing and procedures where body piercing, or permanent and Semi-Permanent Cosmetics is performed.
 - (2) An application for a temporary demonstration license shall be submitted to the Department not less than seven (7) days prior to the appearance of a guest artist.
- (f) An artist shall provide evidence of completion of a blood borne pathogens training which meets the requirements of the Occupational Safety and Health Administration with the application.
 - (1) A person applying for a temporary demonstration license to appear as a guest artist shall provide documentation of licensure as an artist in another state or country or employment history with proof of employment in a body art facility licensed by the regulatory board or agency in that state or country before the temporary demonstration license may be granted.
 - (2) The establishment where the guest artist is appearing shall have a licensed body artist, body piercer or permanent and Semi-Permanent Cosmetics artist on its staff.
 - (3) A guest artist may be issued a temporary demonstration license to appear as a guest artist in the state of Arkansas no more than one (1) time every three (3) months.

400. Licensure for Schools, Training Facilities, Postsecondary Schools, or Postsecondary Institutions.

401. Application for New Private School of Cosmetology

- (a) Any person, firm, or corporation seeking to open a new school of cosmetology shall submit an application to the Cosmetology Section office and receive pre-approval from the Department. The application shall be accompanied by the following information:
 - (1) Completed application provided by the Department and available on the Department's website at healthy.arkansas.gov;
 - (2) Detailed floor plan of the proposed school showing adequate floor space;
 - (3) One certified financial statement;
 - (4) List of proposed equipment of the school;

- (5) Instructor/Supervisor Form for Instructors shall be completed listing detailed information such as Instructor's education, previous work experience, etc.;
 - (6) Correspondence from the Planning and Zoning Board certifying that the area which the proposed school is to be located is properly zoned for this type of business;
 - (7) A statement certifying that the owner(s) of the proposed school shall provide not less than fifteen-hundred (1,500) hours of continuous training for all cosmetology students enrolled;
 - (8) A statement from the owner designating the name and address of the person who is authorized to accept service of notice from the Department and to transact all business negotiations on behalf of the proposed school, including answers to citations and/or hearings, and compliance with rulings issued by the Department and/or Cosmetology Technical Advisory Committee;
 - (9) Samples of all forms to be used in the school such as attendance record, sign-in sheets, state inspector time sheets, contracts, releases, progress records, progress cards;
 - (10) The required registration fees; and,
 - (11) Proof that the school adopts and discloses to the students the complaint process outlined in Section 207.
- (b) When the above information is received in full, the Department will conduct the initial inspection described in Section 708. When the school application and initial inspection meets all requirements, the Department will notify the applicant to proceed with school preparations pending the final inspection described in Section 709, submission of 25 student enrollment forms, required fees and documents, and licensing.

402. Application for New Private Postsecondary School of Cosmetology

- (a) Any person, firm, or corporation seeking to open a new postsecondary school of cosmetology shall submit an application to the Cosmetology Section office and receive pre-approval from the Department. The application shall be accompanied by the following information:
 - (1) Completed application provided by the Department and available on the Department's website at healthy.arkansas.gov;
 - (2) Detailed floor plan of the proposed school showing adequate floor space;
 - (3) One certified financial statement;
 - (4) List of proposed equipment of the school;
 - (5) Instructor/Supervisor Form for Instructors shall be completed listing detailed information such as Instructor's education, previous work experience, etc.;
 - (6) Correspondence from the Planning and Zoning Board certifying that the area which the proposed school is to be located is properly zoned for this type of business;

- (7) A statement certifying that the owner(s) of the proposed school shall provide not less than fifteen- hundred (1,500) hours of continuous training for all cosmetology students enrolled;
 - (8) A statement from the owner designating the name and address of the person who is authorized to accept service of notice from the Department and to transact all business negotiations on behalf of the proposed school, including answers to citations and/or hearings, and compliance with rulings issued by the Department and/or Cosmetology Technical Advisory Committee;
 - (9) Samples of all forms to be used in the school such as attendance record, sign-in sheets, state inspector time sheets, contracts, releases, progress records, progress cards;
 - (10) The required registration fees;
 - (11) Proof that each student enrolled has a high school diploma or its equivalent; and,
 - (12) Proof that the school adopts and discloses to the students the complaint process outlined in Section 207.
- (b) When the above information is provided in full, the Department will conduct the initial inspection described in Section 708. When the school application and initial inspection meets all requirements, the Department will notify the applicant to proceed with school preparations pending the final inspection described in Rule 709, submission of 25 student enrollment forms, required fees and documents, and licensing.

403. Application for New Private Training Facility of Body Art

- (a) Any person, firm, or corporation seeking to open a new training facility for body art shall submit an application to the Cosmetology Section office and receive approval from the Department. The application shall be accompanied by the following information:
 - (1) Completed application provided by the Department and available on the Department's website at healthy.arkansas.gov;
 - (2) Detailed floor plans of the proposed training facility showing adequate floor space;
 - (3) One certified financial statement, work history and resume of the owner;
 - (4) List of proposed equipment of the training facility;
 - (5) Artist Trainer Form for Artist Trainers shall be completed listing detailed information such as Artist Trainer's education, previous work experience, etc.;
 - (6) Correspondence from the Planning and Zoning Board certifying that the area which the proposed institution is to be located is properly zoned for this type of business;
 - (7) A statement certifying that the owner(s) of the proposed training facility shall provide not less than:
 - (A) three hundred seventy-five (375) hours of supervised tattoo work (including at least one hundred fifty (150) hours of hands-on techniques training) in a period

- not less than six (6) months or more than twenty-four (24) months for all Permanent Cosmetics or Semi-Permanent Cosmetics students enrolled;
 - (B) six hundred (600) clock hours of supervised body piercing work (including at least two hundred (200) hours of hands-on techniques training) in a period not less than six (6) months or more than twenty-four (24) months for all Permanent Cosmetics or Semi-Permanent Cosmetics students enrolled;
 - (C) three hundred seventy-five (375) hours of supervised branding work (including at least one hundred fifty (150) hours of hands-on techniques training) in a period not less than six (6) months or more than twenty-four (24) months for all Permanent Cosmetics or Semi-Permanent Cosmetics students enrolled; or
 - (D) two hundred fifty (250) hours of supervised scarification work (including at least one hundred (100) hours of hands-on techniques training) in a period not less than six (6) months or more than twenty-four (24) months for all Permanent Cosmetics or Semi-Permanent Cosmetics students enrolled.
- (8) The owner shall file a statement designating the name and address of the person who is authorized to accept service of notice from the Department and to transact all business negotiations on behalf of the proposed training facility, including answers to citations and/or hearings, and compliance with rulings issued by the Department and/or Cosmetology Technical Advisory Committee;
 - (9) Samples of all forms to be used in the training facility such as attendance record, sign-in sheets, state inspector time sheets, contracts, releases, progress records, progress cards;
 - (10) Proof of Malpractice or liability insurance;
 - (11) The required registration fees; and,
 - (12) Proof that the training facility adopts and discloses to the students the complaint process outlined in Section 207.
- (b) When the above information is received in full, the Department will conduct the inspection described in Section 709.

404. Application for New Private Postsecondary Institution of Permanent Cosmetics or Semi- Permanent Cosmetics

- (a) Any person, firm, or corporation seeking to open a new postsecondary institution of Permanent Cosmetics or Semi- Permanent Cosmetic shall submit an application to the Cosmetology Section office and receive pre-approval from the Department. The application shall be accompanied by the following information:
 - (1) Completed application provided by the Department and available on the Department’s website at healthy.arkansas.gov;
 - (2) Proof of accreditation within the previous six (6) months;
 - (3) Proof of registration and good standing with the Arkansas Secretary of State under the name of the institution;

- (4) Detailed floor plans of the proposed institution showing adequate floor space shall include but not limited to the workroom layout, plumbing plans, and construction materials, for fundamental teaching and hands-on lab instruction;
- (5) One certified financial statement, work history and resume of the owner;
- (6) List of proposed equipment of the postsecondary institution;
- (7) Instructor/Sponsor Educator Form for Sponsor Educators shall be completed listing detailed information such as Sponsor Educator's education, previous work experience, etc.;
 - (A) Sponsor Educators shall only be licensed to teach at the institution in which the Sponsor Educator received their training and licensure.
- (8) Correspondence from the Planning and Zoning Board certifying that the area which the proposed institution is to be located is properly zoned for this type of business;
- (9) A statement certifying that the owner(s) of the proposed postsecondary institution shall provide not less than:
 - (A) four hundred (400) clock hours of supervised permanent cosmetics work (including a minimum of nine (9) permanent cosmetic procedures and no more than twelve (12) procedures are to be required) each student shall be given adequate instruction on each subsection of permanent cosmetics and classroom instruction in a period not less than six (6) months or more than twenty-four (24) months for all Permanent Cosmetics or Semi- Permanent Cosmetic students enrolled;
 - (B) six hundred (600) clock hours of supervised semipermanent cosmetics, including not less than one hundred (100) hours of supervised on-site work and not less than fifty (50) hours of classroom instruction, in a period not less than six (6) months or more than twenty-four (24) months; or,
 - (C) forty (40) hours of technical and procedural training in each of the fields of additional modalities of paramedical tattooing in which the student is to be licensed.
- (10) A statement from the owner designating the name and address of the person who is authorized to accept service of notice from the Department and to transact all business negotiations on behalf of the proposed institution, including answers to citations and/or hearings, and compliance with rulings issued by the Department and/or Cosmetology Technical Advisory Committee;
- (11) Samples of all forms to be used in the postsecondary institution such as attendance record, sign-in sheets, state inspector time sheets, contracts, releases, progress records, progress cards;
- (12) Proof of Malpractice or liability insurance;
- (13) The required registration fees;
- (14) Proof that each student enrolled has a high school diploma or its equivalent; and,

- (15) Proof that the postsecondary institution adopts and discloses to the students the complaint process outlined in Section 207.
- (b) When the above information is received in full, the Department will conduct the initial inspection described in Section 708. When the postsecondary institution application and initial inspection meets all requirements, the Department will notify the applicant to proceed with postsecondary institution preparations pending the final inspection described in Section 709, submission of 25 student enrollment forms, required fees and documents, and licensing.

405. Changes and Notification Requirements

- (a) Name Change - When the name of a school of cosmetology, postsecondary school of cosmetology, training facility or postsecondary institution of Permanent Cosmetics or Semi- Permanent Cosmetic is changed from the name that appears on the original application, the owner of record shall notify the Department in writing at least thirty (30) days prior to the change and shall submit the required fee. Failure to comply with this section will be grounds for disciplinary action.
- (b) Ownership Change - When the ownership of a school of cosmetology, postsecondary school of cosmetology, training facility or postsecondary institution of Permanent Cosmetics or Semi- Permanent Cosmetic is changed from the ownership that appears on the original application, the owner of record shall notify the Department in writing at least thirty (30) days prior to the change. In addition, the new owner must provide the documentation outlined in the applicable Section 711, at least thirty (30) days prior to the purchase. Failure to comply with this section will be grounds for disciplinary action.

406. Application for a New Cosmetology Program in a Public or State-Operated School

- (a) Any public or state-operated school seeking to offer education in cosmetology, or its related branches shall submit notice to the Cosmetology Section office and receive pre-approval from the Department, as well as to the Arkansas Department of Higher Education or other governing body. The notice shall include the following information:
- (1) A completed application provided by the Department and available on the Department's website at healthy.arkansas.gov;
 - (2) Documentation that the school's administration or board has given its approval for the cosmetology program to be offered at the school, as well as the school's commitment that there are sufficient financial resources to support the program;
 - (3) Name and contact information for the designee at the school who will be responsible to the Department for ensuring the school complies with applicable statutes and rules;
 - (4) A statement certifying the school will comply with all laws including applicable rules regarding qualified instructors and a school supervisor;

- (5) A statement certifying the required number of instructional hours of instruction will be provided to students for the appropriate program, as outlined in A.C.A. 17-26-304, 17-26-306, 17-26-307 and 17-26-410;
 - (6) A detailed floor plan reflecting adequate floor space;
 - (7) A list of equipment to be used for the program;
 - (8) Instructor/Supervisor Form for Instructors shall be completed listing detailed information, such as the Instructor's education, previous work experience, etc.;
 - (9) Sample of all forms to be used in the school, such as attendance record, sign-in sheets, releases, progress records and progress cards;
 - (10) The required registration fees.; and,
 - (11) Proof that the school adopts and discloses to the students the complaint process outlined in Section 207.
- (b) When the above information is provided in full, the Department will conduct the initial inspection described in Section 708. When the school application and initial inspection meets all requirements, the Department will notify the applicant to proceed with school preparations pending the final inspection described in Section 709, submission of 25 student enrollment forms, required fees and documents, and licensing.

407. Application for a New Postsecondary Cosmetology Program in a Public or State-Operated School

- (a) Any public or state-operated postsecondary school seeking to offer education in cosmetology, or its related branches shall submit notice to the Cosmetology Section office and receive pre-approval from the Department, as well as to the Arkansas Department of Higher Education or other governing body. The notice shall include the following information:
- (1) A completed application provided by the Department and available on the Department's website at healthy.arkansas.gov;
 - (2) Documentation that the postsecondary school's administration or board has given its approval for the cosmetology program to be offered at the school, as well as the school's commitment that there are sufficient financial resources to support the program;
 - (3) Name and contact information for the designee at the school who will be responsible to the Department for ensuring the school complies with applicable statutes and rules;
 - (4) A statement certifying the school will comply with all laws including applicable rules regarding qualified instructors and a school supervisor;
 - (5) A statement certifying the required number of instructional hours of instruction will be provided to students for the appropriate program, as outlined in A.C.A. 17-26-304, 17-26-306, 17-26-307 and 17-26-410;
 - (6) A detailed floor plan reflecting adequate floor space;

- (7) A list of equipment to be used for the program;
 - (8) Instructor/Supervisor Form for Instructors shall be completed listing detailed information, such as the Instructor's education, previous work experience, etc.;
 - (9) Sample of all forms to be used in the school, such as attendance record, sign-in sheets, releases, progress records and progress cards;
 - (10) The required registration fees;
 - (11) Proof that each student enrolled has a high school diploma or its equivalent; and,
 - (12) Proof that the school adopts and discloses to the students the complaint process outlined in Section 207.
- (b) When the above information is provided in full, the Department will conduct the initial inspection described in Section 708. When the school application and initial inspection meets all requirements, the Department will notify the applicant to proceed with school preparations pending the final inspection described in Section 709, submission of 25 student enrollment forms and required documents, and licensing.

408. Application for a Relocated School of Cosmetology, Postsecondary School of Cosmetology, or Postsecondary Institution of Permanent Cosmetics or Semi-Permanent Cosmetic

- (a) When the location of a school or postsecondary school licensed to offer cosmetology or related programs, or a postsecondary institution licensed to offer Permanent Cosmetics or Semi-Permanent Cosmetic changes from the location which appears on the original application, the owner of record shall file an application with the Cosmetology Section office and receive pre-approval from the Section. An application must include the following items of documentation before any relocation can occur:
- (1) A detailed floor plan reflecting adequate floor space;
 - (2) A list of equipment to be used for the program;
 - (3) Instructor/Supervisor Form for Instructors shall be completed listing detailed information, such as the Instructor's education, previous work experience, etc.;
 - (4) Sample of all forms to be used in the school, postsecondary school or postsecondary institution, such as attendance record, sign-in sheets, releases, progress records and progress cards;
 - (5) All relocated schools, postsecondary schools, or postsecondary institutions shall meet physical requirements as for new schools, postsecondary schools, or postsecondary institutions; and,
 - (6) The required registration fees.
- (b) When the above information is provided in full, the Department will conduct the initial inspection described in Section 708. When the school, postsecondary school, or postsecondary institution application and initial inspection meets all requirements, the Department will notify the applicant to proceed with school, postsecondary school, or

postsecondary institution preparations pending the final inspection described in Section 709 and licensing.

409. Instructor Training - Requirements for Schools of Cosmetology or Postsecondary Schools of Cosmetology

- (a) The instructor training curriculum is designed as a course to extend over a period of not less than four (4) months and not less than six hundred (600) hours of training.
- (b) An instructor-trainee shall:
 - (1) Be licensed as a cosmetologist, manicurist, aesthetician or electrologist in the State of Arkansas;
 - (2) Be registered as an instructor-trainee with the Department;
 - (3) Be under the supervision of a licensed instructor at all times;
 - (4) Not be authorized to verify student daily slips; and,
 - (5) Be given a written examination after completion of each subject by the licensed Instructor.

410. Instructor Curriculum for Schools of Cosmetology or Postsecondary Schools of Cosmetology

- (a) Subjects Minimum Hours Instructor
- (b) Required preparatory training- 50 Hours
 - (1) Teaching of theory and practical operation.
 - (2) Selecting subject matter for class lecture
 - (3) Preparing class lectures
 - (4) Conducting a review of all subjects taught.
 - (5) Preparing and grading examinations
 - (6) Demonstrating practical operations
 - (7) Teaching practical operations
- (c) Class Attendance-
 - (1) Classes are to be conducted by a licensed instructor to prepare instructor-trainee to properly lecture and demonstrate on all subjects of cosmetology 100 Hours
- (d) Conducting Theory Classes-
 - (1) Cosmetology, Aesthetics, Manicuring or Electrology Theory classes will be conducted under the supervision of a licensed instructor 50 Hours
- (e) Conducting Practical Classes-
 - (1) Cosmetology, Aesthetics, Manicuring or Electrology Practical classes will be conducted under the supervision of a licensed instructor 300 Hours

- (f) Method of Keeping Student Records 10 Hours
- (g) Instructor’s Discretion-
 - (1) Training in subjects in which the individual instructor-trainee may be deficient, or the practice of cosmetology 89 Hours
- (h) Domestic violence and sexual assault training as set forth in A.C.A § 17-26-205(a), etc. 1 hour
- (i) TOTAL HOURS 600 Hours
- (j) A licensed instructor will be present in and supervise all classes conducted by an instructor-trainee.
- (k) The curriculum described in this section may be completed through supervisory learning in a classroom, online, or on a distance education platform for up to fifty percent (50%) of the student's training program as authorized by the United States Department of Education as existed on January 1, 2021. All clinical work or experience must be completed under the direct supervision of a licensed instructor present at the school.

411. Sponsor Educator Curriculum for Postsecondary Institutions of Permanent Cosmetics or Semi-Permanent Cosmetic.

- (a) Subjects Minimum Hours Instructor
 - (1) Teaching Observation 100 Hours
 - (2) Theory Classes 200 hours
 - (3) Procedure Observation 150 hours
 - (4) Practice Teaching 150 Hours
- (b) TOTAL HOURS 600 Hours
- (c) The curriculum described in this section may be completed through supervisory learning in a classroom, online, or on a distance education platform for up to fifty percent (50%) of the student's training program as authorized by the United States Department of Education as existed on January 1, 2021. All clinical work or experience must be completed under the direct supervision of a licensed instructor present at the school.

412. Artist Trainer Requirements for Training Facilities of Body Art.

- (a) An artist trainer may be licensed by the Department, upon filing an application with the Department that the artist trainer has:
 - (1) Been licensed five (5) years in the specified field of body art in which he or she will offer training;
 - (2) Have worked in a body art establishment licensed by the Department for at least five (5) years and been in compliance with Department rules governing body artists;

- (3) Have completed the course required under § 17-26-606; and,
- (4) Be a registered as an instructor for the specified field of body art.

413. Instructor/Instructor-Trainee Ratio for Schools of Cosmetology, Postsecondary Schools of Cosmetology, or Postsecondary Institutions of Permanent Cosmetics or Semi-Permanent Cosmetic

- (a) School of cosmetology, postsecondary school of cosmetology, or postsecondary institution of permanent and Semi-Permanent Cosmetics owners may enroll a maximum of four (4) instructor-trainees for each authorized instructor teaching in the school of cosmetology, postsecondary school of cosmetology, or postsecondary institution of permanent and Semi-Permanent Cosmetics on a full-time basis.
- (b) The instructor-trainee(s) shall be under the supervision of a full-time licensed instructor at all times. Instructor-trainee(s) may attend on a part-time basis provided the curriculum is observed.

414. Renewal Requirements for Instructors for Schools of Cosmetology or Postsecondary Schools of Cosmetology

- (a) For biannual renewal Instructors shall not be required to renew the specialty license in which they were originally licensed however shall only be allowed to instruct in the specialty area of original licensure. Should an instructor wish to retain their specialty license they may renew it also.
- (b) Continuing Education Requirements
 - (1) Any person holding an Arkansas Instructor License shall complete eight (8) hours of continuing education in an Instructor Training Seminar or Continuing Education Course. Compliance with the requirement of continuing education is a prerequisite for license renewal.
 - (2) Reinstatement of a license that has expired as a result of failure to timely renew may be accomplished upon meeting the following conditions:
 - (A) Payment of all past due renewal fees;
 - (B) Payment of the late renewal fee; and
 - (C) Compliance with continuing education requirements for each license renewal period.
 - (3) Out-of-State Program: Hours earned at an out-of-state continuing education program will be accepted provided said program is certified by the Cosmetology Board in that State or by a nationally recognized provider and is designated as an “Instructor Training Seminar”. To receive credit for hours earned out of state, the Instructor must submit a signed certificate of completion from the out-of-state provider.
 - (4) Those persons newly licensed shall not be required to complete continuing education as a prerequisite for license renewal the first renewal period following the date of licensure.

(5) Program Sponsor:

(A) Any program, seminar, or workshop must be sponsored by a bona fide association/organization that is committed to the advancement of the Cosmetology Profession. "Bona fide" as used herein means state and/or national association/organization chartered with bylaws.

(B) Community College or University.

(6) Program requirements: All advanced-teaching education must be generic in nature.

(A) Hour Requirements:

(i) Eight (8) hours, or a minimum of four (4) of the required eight (8) hours, shall be related to advanced teaching methods or techniques. Examples include curriculum development, lesson plan preparation, human resource management, etc.

(ii) Credit accrues at one (1) contact hour for each hour of actual contact.

(B) Courses offered at the Community College or University Level, which contribute directly to the professional competency of the licensee. Examples include semester hours in Psychology, Sociology, Methods of Teaching, Business Law, etc.

(c) Program Educators: Approved programs must be conducted by individuals who have special education, training and experience or by other persons who by reason of special education, training and experience said individuals would be considered experts concerning the subject matter of the program.

(d) Violations: Any licensee found falsifying continuing education attendance will be subject to disciplinary action by the committee.

415. Renewal Requirements for Sponsor Educator for Postsecondary Institutions of Permanent Cosmetics or Semi-Permanent Cosmetic.

(a) For annual renewal, Sponsor Educators shall not be required to renew the specialty license in which they were originally licensed however shall only be allowed to instruct in the specialty area of original licensure.

(b) Continuing Education Requirements:

(1) Any person holding an Arkansas Sponsor Educator License shall complete eight (8) hours of continuing education in a Sponsor Educator Training Seminar or Continuing Education Course. Compliance with the requirement of continuing education is a prerequisite for license renewal.

(2) Reinstatement of a license that has expired as a result of failure to timely renew may be accomplished upon meeting the following conditions:

(A) Payment of all past due renewal fees;

(B) Payment of the late renewal fee; and

- (C) Compliance with continuing education requirements for each license renewal period.
- (3) Out-of-State Program: Hours earned at an out-of-state continuing education program will be accepted provided said program is certified by the Board in that State or by a nationally recognized provider and is designated as an “Sponsor Educator Training Seminar”. To receive credit for hours earned out of state, the Sponsor Educators must submit a signed certificate of completion from the out-of-state provider.
- (4) Those persons newly licensed shall not be required to complete continuing education as a prerequisite for license renewal the first renewal period following the date of licensure.
- (5) Program Sponsor:
 - (A) Any program, seminar, or workshop must be sponsored by a bona fide association/organization that is committed to the advancement of the Permanent or Semi-permanent cosmetics Profession. “Bona fide” as used herein means state and/or national association/organization chartered with bylaws.
 - (B) Community College or University.
- (6) Program requirements: All advanced-teaching education must be generic in nature.
 - (A) Hour Requirements:
 - (i) Eight (8) hours, or a minimum of four (4) of the required eight (8) hours, shall be related to advanced teaching methods or techniques. Examples include curriculum development, lesson plan preparation, human resource management, etc.
 - (ii) Credit accrues at one (1) contact hour for each hour of actual contact.
 - (B) Courses offered at the Community College or University Level, which contribute directly to the professional competency of the licensee. Examples include semester hours in Psychology, Sociology, Methods of Teaching, Business Law, etc.
 - (i) Program Educators: Approved programs must be conducted by individuals who have special education, training and experience or by other persons who by reason of special education, training and experience said individuals would be considered experts concerning the subject matter of the program.
 - (C) Violations: Any licensee found falsifying continuing education attendance will be subject to disciplinary action by the committee.

500. Student and Artist in Training Registration and Curriculum Requirements

501. Student Registration Requirements

- (a) All students of Cosmetology, Manicuring, Electrology, Aesthetics, Permanent Cosmetics or Semi-Permanent Cosmetics and Instructor training shall be registered

- with the Department before accredited hours can be obtained. Registration prerequisites are as follows:
- (1) Registration form (forms provided by the Department). The completed registration form must be received by the Department before accredited hours can be obtained.
 - (2) One (1) copy of the student/school, postsecondary school or postsecondary institution contract (if applicable).
 - (3) A copy of the student's driver's license or other form of identification verifying the student's age.
 - (4) Proof of education:
 - (A) For Postsecondary Schools or institutions --proof of a high school diploma or its equivalent.
 - (B) For Schools of Cosmetology—Cosmetology, Aesthetics and Manicuring – completed a minimum of two (2) years of high school or its equivalent.
 - (C) Electrology and Cosmetology Instructor – completed four (4) years of high school or its equivalent.
 - (D) Artist Trainer -
 - (i) Must be licensed as an artist for at least five (5) years in the specified field of body art in which he or she will offer training; and,
 - (ii) Has worked in a body art establishment licensed by the department for at least five (5) years and been in compliance with rules governing body artists.
 - (E) Results from a test that is approved by the U.S. Department of Education to measure a student's ability to benefit (an "Ability-To-Benefit (ATB) test") may be used to determine a student's equivalency to the above.
 - (5) (Cosmetology Students Only) Required registration fee.
 - (6) (Permanent Cosmetics or Semi-Permanent Cosmetics student Only) Proof of completed Blood borne pathogen course.
- (b) Failure to comply with the above-mentioned prerequisites will affect the matriculation date.
- (c) All registration forms must state the student's full legal name.
- (1) If the student is married include the married name after their maiden name.
 - (2) If a student is married or divorced during the course of training a copy of the marriage certificate or divorce decree shall be submitted to the Department before records will be changed.
- (d) A student who has completed the registration process and whose information is on file with the department shall complete a student enrollment form without submitting additional documents other than the student permit fee and a method of identification containing a photograph of the student.

(e) (Cosmetology Students Only) In the event a student has training from another state, then the student must provide the following to the Arkansas Department of Health Cosmetology Section and the School of Cosmetology or Post-Secondary School of Cosmetology in which the student wishes to enroll:

- (1) A certified copy of the training hours accumulated and certified with the state; or
- (2) If the state does not certify hours, an official transcript from the School of Cosmetology or Post- Secondary School of Cosmetology where the student obtained the hours.

502. Artist in Training Registration

(a) All artist in training for body art shall be registered with the Department before hours can be obtained. Registration prerequisites are as follows:

- (1) Registration form (forms provided by the Department). The completed registration form must be received by the Department before accredited hours can be obtained;
- (2) A copy of the student's driver's license or other form of identification verifying the student's age; and,
- (3) Proof of completed Blood Borne Pathogens Course.

503. Cosmetology Curriculum for Schools of Cosmetology or Postsecondary Schools of Cosmetology

(a) A total of fifteen hundred (1500) hours shall be required in the cosmetology program and shall consist of the following curricula:

- (1) Hygiene and Sanitation – 80 Hours – Instructions in sanitation, sterilization, hygiene, lighting and ventilation, etc... General sanitation duties performed by students shall not exceed more than fifteen (15) minutes per day. Students are required to maintain their stations as warranted and are responsible for their actions or mishaps.
- (2) Related Science – 120 hours – Physiotherapy or cosmetricity (pertaining to electricity used in cosmetology), Physiology and Histology Anatomy, Neurology, Myology and Osteology, etc.
- (3) Hairdressing – 1000 hours – A course in cleaning hair, shampooing, haircutting, clipping, singeing, dying, tinting, bleaching, scalp massage, brushing and combing, curling, permanent waving, and reconditioning hair, wiggery, thermal pressing, iron curling, chemical relaxing, etc.
- (4) Manicuring – 100 hours – A course in the construction, filing and shaping of the nails, loosening and removing the dead cuticle and the art of hand, arm, foot and ankles massage, etc.
- (5) Aesthetics – 100 hours – A course in the skin, various kinds of facial massage, cosmetics, application of treatment products, the art of makeup, eyebrow shaping, eyebrow and eyelash dying, hair removal, etc.

- (6) Salesmanship and Shop Management – 50 hours – Instruction in how to keep records, knowledge of business law, cosmetology law, rules, booking appointments, retailing.
 - (7) Professional Ethics 49 hours– Courtesy, neatness and professional attitude in meeting the public, etc.
 - (8) One (1) hour domestic violence and sexual assault training as set forth in A.C.A § 17-26-419, etc.
- (b) All schools for Schools of Cosmetology or Postsecondary Schools of Cosmetology shall provide a minimum of five (5) hours each week in theoretical instruction of each student enrolled. This requirement may be modified by pro-rating the hours when necessary depending upon the school of cosmetology or postsecondary schools of cosmetology schedule provided the student is receiving quality theoretical instruction to prepare him/her for examination.
 - (c) The time of the classroom instruction class shall be registered with the Department.
 - (d) Students shall not be permitted to leave the classroom during theoretical instructions to work on clients.
 - (e) To qualify for the cosmetology examination, students must acquire a minimum of one-hundred-fifty (150) hours in theoretical instruction.
 - (f) A student for a license as a cosmetologist, after one hundred fifty (150) hours of instruction, may engage, in the school as a student, in work connected with any branch or any combination of the branches of cosmetology taught in the school upon a client who is paying for services or materials.
 - (g) All schools of cosmetology or post-secondary schools of cosmetology shall provide a minimum of ten (10) services on a client or a mannequin per week, for each student enrolled who has acquired one-hundred-fifty (150) hours of instruction. Students shall be assigned to clients on the basis of respective learning needs.
 - (h) The curriculum described in this section may be completed through supervisory learning in a classroom, online, or on a distance education platform for up to fifty percent (50%) of the student's training program as authorized by the United States Department of Education as existed on January 1, 2021. All clinical work or experience must be completed under the direct supervision of a licensed instructor present at the school.

504. Manicure Curriculum for Schools of Cosmetology or Postsecondary Schools of Cosmetology

- (a) A total of six hundred (600) hours in Manicure training shall consist of the following subjects and hours:
 - (1) Health, Sanitation and Infection Control (75 hours)
 - (2) Health Related Science (75 hours)
 - (3) Manicuring and Pedicuring (200 hours)

- (4) Advance Nail Technology (200 hours)
 - (5) Career Development (49 hours)
 - (6) One (1) hour domestic violence and sexual assault training as set forth in A.C.A § 17-26-419, etc.
- (b) All schools of cosmetology or post-secondary schools of cosmetology shall provide a minimum of five (5) hours each week in theoretical instruction of each student enrolled. This requirement may be modified by pro-rating the hours when necessary depending upon the school schedule provided the student is receiving quality theoretical instruction to prepare him/her for examination.
 - (c) The time of the classroom instruction class shall be registered with the Department.
 - (d) Students shall not be permitted to leave the classroom during theoretical instructions to work on clients.
 - (e) A student for a license as a manicurist, after sixty (60) hours of instruction, may engage, in the school as a student, in work connected with manicuring taught in the school upon a client who is paying for service or materials.
 - (f) To qualify for the manicure examination, students must acquire a minimum of 60 hours in theoretical instruction.
 - (g) All schools of cosmetology or post-secondary schools of cosmetology shall provide a minimum of 10 services per week, for each student enrolled who has acquired 60 hours. Students shall be assigned to clients on the basis of respective learning needs.
 - (h) The curriculum described in this section may only be completed through supervisory learning in a classroom.

505. Aesthetic Curriculum for Schools of Cosmetology or Postsecondary Schools of Cosmetology

- (a) A total of six hundred (600) hours in the Aesthetician course shall consist of the following subjects and hours:
 - (1) Chemistry (40 hours)
 - (2) Physiology (35 hours)
 - (3) Bacteriology & Sanitation (35 hours)
 - (4) Introduction of Skin Care (45 hours)
 - (5) Skin Care (150 hours)
 - (6) Makeup and Corrective Makeup (50 hours)
 - (7) Eyebrow and Lashes (40 hours)
 - (8) Hair Removal (40 hours)
 - (9) Safety Precautions (20 hours)
 - (10) Professional & Personality Development (20 hours)

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| (11) Management | (20 hours) |
| (12) Salesmanship | (15 hours) |
| (13) State Laws and Rules | (10 hours) |
| (14) Testing Evaluation | (15 hours) |
| (15) Instructor's Discretion | (64 hours) |
| (16) One (1) hour domestic violence and sexual assault training as set forth in A.C.A. § 17-26- 419, etc. | |
- (b) All schools of cosmetology or post-secondary schools of cosmetology shall provide a minimum of five (5) hours each week in theoretical instruction of each student enrolled. This requirement may be modified by pro- rating the hours when necessary depending upon the school schedule provided the student is receiving quality theoretical instruction to prepare him/her for examination.
- (c) The time of the classroom instruction class shall be registered with the Department.
- (d) Students shall not be permitted to leave the classroom during theoretical instructions to work on clients.
- (e) A student for a license as an aesthetician, after sixty (60) hours of instruction, may engage, in the school as a student, in work connected with aesthetics taught in the school upon a client who paying for service or materials.
- (f) To qualify for the cosmetology examination, students must acquire a minimum of 60 hours of theoretical instruction.
- (g) All schools of cosmetology or post-secondary schools of cosmetology shall provide a minimum of ten (10) services per week, for each student enrolled who has acquired sixty (60) hours. Students shall be assigned to clients on the basis of respective learning needs.
- (h) The curriculum described in this section may only be completed through supervisory learning in a classroom.

506. Electrology for Schools of Cosmetology or Postsecondary Schools of Cosmetology

- (a) Requirements: Any cosmetology school of cosmetology or post-secondary school of cosmetology in the State of Arkansas qualified and approved to teach cosmetology by the Department may teach Electrolysis in epilation, provided they:
- (1) Show proof of a qualified electrolysis instructor who shall be licensed by the Board.
 - (2) Meet the minimum requirements in equipment necessary to teach Electrolysis in epilation.
- (b) Training Course: A course of three-hundred-fifty (350) hours as a student in conjunction with a regular course in cosmetology and its related occupations or for licensed beauty operator, or a course of six hundred (600) hours as a student when not in conjunction with a regular course in cosmetology and its related occupations or a

licensed beauty operator, shall be required as a prerequisite to qualify for examination in electrology. The training shall include practical training and technical instruction. The school of cosmetology or post-secondary school of cosmetology shall establish grades and hold examinations before issuing diplomas in Electrology Training.

- (c) Electrology Curriculum for Schools of Cosmetology or Postsecondary Schools of Cosmetology:

Subject	Cosmetologist	Unlicensed
(1) AR Law pertaining to Electrology	10 hours	20 hours
(2) Sterilization, Sanitation, Bacteriology	25 hours	50 hours
(3) Study of Hair	20 hours	40 hours
(4) Study of Skin	25 hours	50 hours
(5) Disorders of Skin and Hair	20 hours	40 hours
(6) Electricity	25 hours	50 hours
(7) Electrology	150 hours	200 hours
(8) Neurology and Angiology	20 hours	40 hours
(9) Development of Practice	15 hours	30 hours
(10) Instructor's Discretion-	39 hours	79 hours
(11) Domestic violence and sexual assault training as set forth in A.C.A § 17-26-205(a), etc.	1 hour	1 hour

- (d) All schools of cosmetology or post-secondary schools of cosmetology shall provide a minimum of five (5) hours each week in theoretical instruction of each student enrolled. This requirement may be modified by pro-rating the hours when necessary depending upon the school schedule provided the student is receiving quality theoretical instruction to prepare him/her for examination.
- (e) The time of the classroom instruction class shall be registered with the Department.
- (f) Students shall not be permitted to leave the classroom during theoretical instructions to work on clients.
- (g) A student for a license as an electrologist, after sixty (60) hours of instruction, may engage, in the school as a student, in work connected with electrology taught in the school upon a client who is paying for service or materials.
- (h) To qualify for the cosmetology examination, students must acquire a minimum of sixty (60) hours in theoretical instruction.
- (i) All schools of cosmetology or post-secondary schools of cosmetology shall provide a minimum of ten (10) services per week, for each student enrolled who has acquired sixty (60) hours. Students shall be assigned to clients on the basis of respective learning needs.

- (j) The curriculum described in this section may only be completed through supervisory learning in a classroom.

507. Body Art Curriculum Training Facilities of Body Art.

- (a) A total of three hundred seventy-five (375) hours in the Tattoo course shall consist of the following subjects and hours:

(1) Introduction of Tattooing	(10 hours)
(2) State Law and Rules	(10 hours)
(3) Requirements and Safe Practices	(20 hours)
(4) Medical Conditions	(10 hours)
(5) Anatomy and Physiology	(20 hours)
(6) Fundamental Protocol for Procedures	(30 hours)
(7) Color Theory	(20 hours)
(8) Fundamentals of Tattooing	(60 hours)
(9) Fundamentals of Healing and Touch Ups	(20 hours)
(10) Sanitation and Disinfection	(25 hours)
(11) Hand- On Techniques	(150 hours)

- (b) A total of six hundred (600) hours in the Piercing course shall consist of the following subjects and hours:

(1) Introduction of Piercing	(10 hours)
(2) State Law and Rules	(15 hours)
(3) Requirements and Safe Practices	(20 hours)
(4) Medical Conditions	(10 hours)
(5) Anatomy and Physiology	(75 hours)
(6) Fundamental Protocol for Procedures	(30 hours)
(7) Anesthetics	(10 hours)
(8) Fundamentals of Piercing	(160 hours)
(9) Fundamentals of Healing and After Care	(45 hours)
(10) Sanitation and Disinfection	(25 hours)
(11) Hand- On Techniques	(200 hours)

- (c) A total of three hundred seventy-five (375) hours in the Branding course shall consist of the following subjects and hours:

(1) Introduction of Branding	(10 hours)
(2) State Law and Rules	(10 hours)

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| (3) Requirements and Safe Practices | (20 hours) |
| (4) Medical Conditions | (10 hours) |
| (5) Anatomy and Physiology | (10 hours) |
| (6) Fundamental Protocol for Procedures | (30 hours) |
| (7) Anesthetics | (20 hours) |
| (8) Fundamentals of Branding | (75 hours) |
| (9) Fundamentals of Healing and After Care | (20 hours) |
| (10) Sanitation and Disinfection | (25 hours) |
| (11) Hand- On Techniques | (150 hours) |
- (d) Along with (a), (b), or (c) above licensees can obtain an additional certification for scarification consisting of hours below:
- | | |
|---|-------------|
| (1) Introduction of Scarification | (10 hours) |
| (2) Requirements and Safe Practices | (20 hours) |
| (3) Fundamental Protocol for Procedures | (30 hours) |
| (4) Anesthetics | (20 hours) |
| (5) Fundamentals of Scarification | (50 hours) |
| (6) Fundamentals of Healing and Touch Ups | (20 hours) |
| (7) Hand- On Techniques | (100 hours) |
- (e) The curriculum described in this section may be completed through supervisory learning in a classroom, online, or on a distance education platform for up to fifty percent (50%) of the student's training program as authorized by the United States Department of Education as existed on January 1, 2021. All clinical work or experience must be completed under the direct supervision of a licensed instructor present at the school.

508. Curriculum for Postsecondary Institutions of Permanent Cosmetics or Semi-Permanent Cosmetic

- (a) A total of four hundred (400) hours in the Permanent Cosmetics course shall consist of the following subjects and hours:
- | | |
|---|------------|
| (1) Introduction of Permanent Cosmetics | (10 hours) |
| (2) State Law and Rules | (10 hours) |
| (3) Requirements for Facilities | (10 hours) |
| (4) Safe Practices | (10 hours) |
| (5) Medical Conditions | (10 hours) |
| (6) Anatomy and Physiology | (10 hours) |

- | | |
|--|-------------|
| (7) Fundamental Protocol for Procedures | (30 hours) |
| (8) Color Theory | (20 hours) |
| (9) Pigment Formulation and Selections | (20 hours) |
| (10) Anesthetics | (10 hours) |
| (11) Fundamentals of Eyebrows | (20 hours) |
| (12) Fundamentals of Eyeliner | (20 hours) |
| (13) Fundamentals of Lips | (20 hours) |
| (14) Fundamentals of Healing and Touch Ups | (20 hours) |
| (15) Marketing and Finding a Job | (15 hours) |
| (16) Insurance and NPI | (10 hours) |
| (17) Hand-On Techniques | (155 hours) |
- (b) A total of six hundred (600) hours in the Semi-Permanent Cosmetics course shall consist of the following subjects and hours:
- | | |
|--|-------------|
| (1) Introduction to Semi-Permanent Cosmetics | (10 hours) |
| (2) State Law and Rules | (10 hours) |
| (3) Safe Practices | (20 hours) |
| (4) Anatomy and Physiology | (35 hours) |
| (5) Skin Care | (150 hours) |
| (6) Hair Removal | (40 hours) |
| (7) Eyelash Extensions | (40 hours) |
| (8) Microneedling | (40 hours) |
| (9) Repigmentation and Makeup Application | (65 hours) |
| (10) Fundamentals of Healing and Touch-ups | (40 hours) |
| (11) Hand- On Techniques | (150 hours) |
- (c) Along with (b) above licensees can obtain additional certifications for the subjects and hours below:
- | | |
|--------------------------------------|------------|
| (1) 3D Nipple and Areola Restoration | (40 hours) |
| (2) Surgery Scar Camouflaging | (40 hours) |
| (3) Burn Scar Camouflaging | (40 hours) |
| (4) Vitiligo Camouflaging | (40 hours) |
| (5) Cleft Palate Camouflaging | (40 hours) |
| (6) Birthmark Camouflaging | (40 hours) |
| (7) Scalp Micropigmentation | (40 hours) |

- | | |
|-------------------------------|------------|
| (8) Stretch Mark Camouflaging | (40 hours) |
| (9) Microblading | (40 hours) |
| (10) Pigment Lightening | (40 hours) |
| (11) Lip Neutralization | (40 hours) |
| (12) Corrective Procedures | (40 hours) |
| (13) Hairstrokes | (40 hours) |
| (14) Freckles | (40 hours) |
- (d) The curriculum described in (a) and (b) of this section may be completed through supervisory learning in a classroom, online, or on a distance education platform for up to fifty percent (50%) of the student's training program as authorized by the United States Department of Education as existed on January 1, 2021. All clinical work or experience must be completed under the direct supervision of a licensed instructor present at the school.
- (e) In order to allow the Semi-Permanent Cosmetics curriculum under Subsection 508(b) to be taught during the initial period until Semi-Permanent Cosmetics Sponsor Educators are licensed by the Department, the Department shall accept accredited hours taught by the following Instructors/Sponsor Educators for the required Semi-Permanent Cosmetics curriculum received by the student during the twenty-four (24) month period beginning on the date these Rules become effective, as follows:
- (1) Introduction to Semi-Permanent Cosmetics (10 hours)
 - (A) Up to ten (10) hours taught by a licensed Permanent Cosmetics Sponsor Educator.
 - (2) State Law and Rules (10 hours)
 - (A) Up to ten (10) hours taught by a licensed Permanent Cosmetics Sponsor Educator.
 - (3) Safe Practices (20 hours)
 - (A) Up to ten (10) hours taught by a licensed Permanent Cosmetics Sponsor Educator; and,
 - (B) Up to ten (10) hours taught by a licensed Aesthetics Instructor.
 - (4) Anatomy and Physiology (35 hours)
 - (A) Up to twenty (20) hours taught by a licensed Permanent Cosmetics Sponsor Educator; and,
 - (B) Up to twenty (20) hours taught by a licensed Aesthetic Instructor.
 - (5) Skin Care (150 hours)
 - (A) Up to one hundred fifty (150) hours taught by a licensed Aesthetics Instructor.
 - (6) Hair Removal (40 hours)
 - (A) Up to forty (40) hours taught by a licensed Aesthetics Instructor.

- (7) Eyelash Extensions (40 hours)
 - (A) Up to forty (40) hours taught by a licensed Aesthetics Instructor.
- (8) Microneedling (40 hours)
 - (A) Up to forty (40) hours taught by a licensed Aesthetics Instructor.
- (9) Repigmentation and Makeup Application (65 hours)
 - (A) Up to forty (40) hours of Repigmentation courses taught by a licensed Permanent Cosmetics Sponsor Educator; and,
 - (B) Up to forty (40) hours of Makeup Application courses taught by a licensed Aesthetic Instructor.
- (10) Fundamentals of Healing and Touch-ups (40 hours)
 - (A) Up to twenty (20) hours taught by a licensed Permanent Cosmetics Sponsor Educator; and,
 - (B) Up to twenty (20) hours taught by a licensed Aesthetic Instructor.
- (11) Hand- On Techniques (150 hours)
 - (A) Up to fifty (50) hours taught by a licensed Permanent Cosmetics Sponsor Educator; and,
 - (B) Up to one hundred (100) hours taught by a licensed Aesthetic Instructor.
- (12) Additionally, a Semi-Permanent Cosmetics artist may obtain additional certifications as provided in Subsection (c) of this Section, during the twenty-four month period beginning on the date these Rules become effective, from a licensed Permanent Cosmetics Sponsor Educator.

509. Facility Use for Non-Accredited Courses

- (a) Schools, postsecondary schools, or postsecondary institutions will be permitted to utilize the school facilities for non-accredited courses, after regular school hours, provided said school owner disseminates literature that the said course(s) is not approved by the Department. All literature (i.e., forms of media advertisements, pamphlets, etc.), must have prior approval by the Department before communication.

510. Discretionary Acceptance of Certified Courses from Related Educational Training

- (a) Each school, postsecondary school, training facility, or postsecondary institution may accept curriculum hours, in accordance with the conversion table in Appendix A. Each school, postsecondary school, training facility, or postsecondary institution will submit the appropriate documentation supporting the accepted curriculum hours received under related educational training. This Section shall not apply to schools or postsecondary schools for Electrology.

511. Discretionary Off-Campus Student Hours for Schools, Postsecondary Schools, or Postsecondary Institutions.

- (a) Students may receive credit towards their chosen course of study through discretionary off-campus hours. These hours may be obtained by attending educational events relevant to the student’s course of study. Credit can only be given for actual time in attendance. Credit shall not be granted for travel time. Students must at all times be accompanied by a licensed instructor and the instructor/student ratio must at all times meet the standards outlined below in section Instructors/artist trainer who accompany students during these activities must keep written record of students’ attendance through a sign-in/sign-out sheet. Schools, postsecondary schools, or postsecondary institutions shall maintain a record of all off-campus events at students participate in for review upon request by a representative by the Department. The record shall include the following information for each event:
 - (1) Name and location of the educational event;
 - (2) Date of the educational event;
 - (3) List of each instructor in attendance;
 - (4) Sign-in/sign-out sheet;
 - (5) List of each student in attendance; and,
 - (6) Number of hours earned by each student.

512. Instructor/Enrolled Student Ratio

- (a) Instructors shall not be permitted to perform services for students; however, the Instructor will be permitted to assist the student when needed in the clinical area.
- (b) Every person employed in a school, postsecondary school or postsecondary institution to instruct students therein shall be currently licensed by the Board or be an enrolled Instructor-Trainee who has completed at least fifty (50%) of the required training. There must be at least one licensed Instructor instructing the students. Instructor enrolled student ratio shall be as follows:

STUDENT	INSTRUCTOR
(1) 1-25	1
(2) 26-50	2
(3) 51-75	3

- (c) All schools, postsecondary schools, or postsecondary institutions shall have an additional Instructor subject to call at all times in the event the regular Instructor is ill or absent from the school or institution.
- (d) Instructors shall be permitted to tutor students after school or institution hours providing services are not performed on the public during tutoring sessions and students are not given credit for hours spent in the tutoring capacity.

513. Body Art Training Facilities: Artist-in-Training / Artist Trainer Ratio

- (a) An artist trainer shall not supervise more than two (2) artist-in-training at the training facility at the same time.

600. Training Requirements – Responsibilities for Schools, Postsecondary Schools, Postsecondary Institutions or Training Facilities

601. Cosmetology-In-Classroom, Online and Distance Education

- (a) Actual experience time is defined as classroom instruction, online or distance education instruction, or clinical work or experience under supervision of a licensed instructor. The only creditable time permitted when the clinic facility is closed will be classroom instruction or online or distance education instruction.
- (b) All schools of cosmetology or post-secondary schools of cosmetology shall provide each student enrolled the opportunity to acquire the entire course of training uninterrupted by unscheduled vacations or for any reason that may cause a delay in the completion of such course. The school shall certify the training in accordance with the required curriculum for examination and license. This provision does not prohibit a school from suspending a student for disciplinary reasons. Grounds for suspension shall be determined by the owner. Only students who have been placed on probation, as a result of a previous infraction of the school rules or policies, may be suspended from school. Duration of a suspension shall be set forth in the school catalog.
 - (1) Certification of hours must be filed with the Department within forty-five (45) calendar days immediately following termination of student (last day of attendance). Hours of instruction having been acquired by the student may not be deducted or increased for any reason. Increase or decrease of creditable hours is prohibited. If a Certificate of training is not received within the forty-five (45) days, the student will be dropped by the Department and all hours will be certified.
 - (2) No school of cosmetology or post-secondary school of cosmetology owner or instructor shall ever refuse to submit a Certificate of Training form for a student, as well as a Balance Due on Tuition form, if applicable, pursuant to Section 601.
- (c) Certification of hour's forms should be completed by the designated school official, along with the student training permit and paid-in-full contract. Only the hours that have been accrued during the current enrollment shall be certified. In the event a student has not paid for all of the accumulated hours a notation shall be made at the bottom of the certification form stating the number of uncertified hours. Uncertified hours will not be released until a new certification form is submitted. Certification of Hours Forms may be obtained from the Department upon request and are available for downloading on the Department's website at healthy.arkansas.gov.
- (d) Required textbooks: The Department must approve textbooks. Textbooks must adequately cover the prescribed curricula and prepare students for State testing. Textbook material must be completed before fifteen hundred (1,500) hours are completed. Other textbooks and reference material may be used to enhance the cosmetology course.

- (e) In addition to above requirements, each online and distance education training program must:
 - (1) Have an electronic tracking system to monitor actual hours a student is logged into the online or distance education program;
 - (2) Submit course outlines to the Department for approval;
 - (3) Submit all worksheets, forms, lessons, or any other documentation used for training to the Department for approval; and,
 - (4) Be limited to only fifty (50) percent of the training through online or distance education.
- (f) All clinical work or experience must be completed under the direct supervision of a licensed instructor present at the school.

602. Special Programs-In-Classroom Education for Cosmetology

- (a) Actual experience time is defined as classroom instruction or clinical work or experience under supervision of a licensed instructor. The only creditable time permitted when the clinic facility is closed will be classroom instruction.
- (b) All schools of cosmetology or post-secondary schools of cosmetology shall provide each student enrolled the opportunity to acquire the entire course of training uninterrupted by unscheduled vacations or for any reason that may cause a delay in the completion of such course. The school shall certify the training in accordance with the required curriculum for examination and license. This provision does not prohibit a school from suspending a student for disciplinary reasons. Grounds for suspension shall be determined by the owner. Only students who have been placed on probation, as a result of a previous infraction of the school rules or policies, may be suspended from school. Duration of a suspension shall be set forth in the school catalog.
 - (1) Certification of hours must be filed with the Department within forty-five (45) calendar days immediately following termination of student (last day of attendance). Hours of instruction having been acquired by the student may not be deducted or increased for any reason. Increase or decrease of creditable hours is prohibited. If a Certificate of training is not received within the forty-five (45) days, the student will be dropped by the Department and all hours will be certified.
 - (2) No school of cosmetology or post-secondary school of cosmetology owner or instructor shall ever refuse to submit a Certificate of Training form for a student, as well as a Balance Due on Tuition form, if applicable, pursuant to Section 601.
- (c) Certification of hour's forms should be completed by the designated school official, along with the student training permit and paid-in-full contract. Only the hours that have been accrued during the current enrollment shall be certified. In the event a student has not paid for all of the accumulated hours a notation shall be made at the bottom of the certification form stating the number of uncertified hours. Uncertified hours will not be released until a new certification form is submitted. Certification of Hours Forms may be obtained from the Department upon request and are available for downloading on the Department's website at healthy.arkansas.gov

- (d) Required textbooks: The Department must approve textbooks. Textbooks must adequately cover the prescribed curricula and prepare students for State testing. Textbook material must be completed before six hundred (600) hours are completed. Other textbooks and reference material may be used to enhance the special program course.

603. Body Art - In-Classroom, Online and Distance Education Training Requirements

- (a) Actual experience time is defined as classroom instruction, online or distance education or instruction, or clinical work or experience under supervision of a licensed artist trainer. The only creditable time permitted when the training facility is closed will be classroom instruction or online or distance education instruction.
- (b) All training facilities shall provide each artist in training enrolled the opportunity to acquire the entire course of training uninterrupted by unscheduled vacations or for any reason that may cause a delay in the completion of such course. The training facility shall certify the training in accordance with the required curriculum for examination and license. This provision does not prohibit a training facility from suspending a artist in training for disciplinary reasons. Grounds for suspension shall be determined by the owner. Only artist in training who have been placed on probation, as a result of a previous infraction of the training facility rules or policies, may be suspended from the training facility. Duration of a suspension shall be set forth in the training facility catalog.
 - (1) Certification of hours must be filed with the Department within forty-five (45) calendar days immediately following termination of artist in training (last day of attendance). Hours of instruction having been acquired by the artist in training may not be deducted or increased for any reason. Increase or decrease of creditable hours is prohibited. If a Certificate of training is not received within the forty-five (45) days, the artist in training will be dropped by the Department and all hours will be certified.
 - (2) No training facility owner or instructor shall ever refuse to submit a Certificate of Training form for an artist in training, as well as a Balance Due on Tuition form, if applicable, pursuant to Section 602.
- (c) Certification of hour's forms should be completed by the designated institution official, along with the artist in training permit and paid-in-full contract. Only the hours that have been accrued during the current enrollment shall be certified. In the event an artist in training has not paid for all of the accumulated hours a notation shall be made at the bottom of the certification form stating the number of uncertified hours. Uncertified hours will not be released until a new certification form is submitted. Certification of Hours Forms may be obtained from the Department upon request and are available for downloading on the Department's website at healthy.arkansas.gov.
- (d) Required textbooks: The Department must approve textbooks. Textbooks must adequately cover the prescribed curricula and prepare artist in training for State testing. Other textbooks and reference material may be used to enhance the body art.

- (e) In addition to above requirements, each online and distance education training program must:
 - (1) Have an electronic tracking system to monitor actual hours a student is logged into the online or distance education program;
 - (2) Submit course outlines to the Department for approval;
 - (3) Submit all worksheets, forms, lessons, or any other documentation used for training to the Department for approval; and,
 - (4) Be limited to only fifty (50) percent of the training through online or distance education.
- (f) All clinical work or experience must be completed under the direct supervision of a licensed sponsor educator present at the school.

604. Permanent Cosmetics or Semi-Permanent Cosmetic-In-Classroom, Online and Distance Education Training Requirements

- (a) Actual experience time is defined as classroom instruction, online or distance education or instruction, or clinical work or experience under supervision of a licensed instructor. The only creditable time permitted when the clinic facility is closed will be classroom instruction or online or distance education instruction.
- (b) All postsecondary institutions of Permanent Cosmetics or Semi-Permanent Cosmetics shall provide each student enrolled the opportunity to acquire the entire course of training uninterrupted by unscheduled vacations or for any reason that may cause a delay in the completion of such course. The postsecondary institution shall certify the training in accordance with the required curriculum for examination and license. This provision does not prohibit a postsecondary institution from suspending a student for disciplinary reasons. Grounds for suspension shall be determined by the owner. Only students who have been placed on probation, as a result of a previous infraction of the postsecondary institution rules or policies, may be suspended from institution. Duration of a suspension shall be set forth in the institution catalog.
 - (1) Certification of hours must be filed with the Department within forty-five (45) calendar days immediately following termination of student (last day of attendance). Hours of instruction having been acquired by the student may not be deducted or increased for any reason. Increase or decrease of creditable hours is prohibited. If a Certificate of training is not received within the forty-five (45) days, the student will be dropped by the Department and all hours will be certified.
 - (2) No postsecondary institution of Permanent Cosmetics or Semi-Permanent Cosmetics owner or instructor shall ever refuse to submit a Certificate of Training form for a student, as well as a Balance Due on Tuition form, if applicable, pursuant to Section 602.
- (c) Certification of hour's forms should be completed by the designated institution official, along with the student permit and paid-in-full contract. Only the hours that have been accrued during the current enrollment shall be certified. In the event a student has not paid for all of the accumulated hours a notation shall be made at the bottom of the

certification form stating the number of uncertified hours. Uncertified hours will not be released until a new certification form is submitted. Certification of Hours Forms may be obtained from the Department upon request and are available for downloading on the Department's website at healthy.arkansas.gov.

- (d) Required textbooks: The Department must approve textbooks. Textbooks must adequately cover the prescribed curricula and prepare students for State testing. Other textbooks and reference material may be used to enhance the Permanent Cosmetics or Semi-Permanent Cosmetics course.
- (e) In addition to above requirements, each online and distance education training program must:
 - (1) Have an electronic tracking system to monitor actual hours a student is logged into the online or distance education program;
 - (2) Submit course outlines to the Department for approval;
 - (3) Submit all worksheets, forms, lessons, or any other documentation used for training to the Department for approval; and,
 - (4) Be limited to only fifty (50) percent of the training through online or distance education.
- (f) All clinical work or experience must be completed under the direct supervision of a licensed sponsor educator present at the school.

605. Monthly Reports

- (a) All schools, postsecondary schools, postsecondary institutions, or training facilities are required to report monthly hours to the Cosmetology Section or to the cosmetology section database, by the last day of each month for all students currently enrolled in the school, institution, or training facility for in-classroom, online and distance education training during the prior month. The monthly report shall reflect the number of hours acquired in the school, institution, or training facility for in-classroom, online and distance education training during the prior month and the accumulated hours during the current enrollment.
- (b) The Cosmetology Section will notify the school, postsecondary school, postsecondary institution, or training facility when an error has been made on the monthly report. Upon receipt of this notification the school or institution owner or instructor is required to check their records and appraise the Cosmetology Section office of the corrections made within the week.
- (c) All schools, postsecondary schools, postsecondary institution, or training facility have thirty (30) calendar days from the submission date of the monthly report to report any errors in the hours submitted on the monthly report. Copies of the timecards and/or supporting documentation related to the error shall support corrections.
- (d) No changes to student hours will be made after the thirty (30) day timeframes without good cause.

606. Daily Records

- (a) Every school, postsecondary school, postsecondary institution, or training facility shall keep a daily record of attendance on each student enrolled for in-classroom, online and distance education training. A time clock shall be used for the purpose of recording hours.
- (b) Every school, postsecondary school, postsecondary institution, or training facility shall keep a daily record of the student's activity for in-classroom, online and distance education training. The time the student has acquired in the various phases of cosmetology or its related branches, Permanent Cosmetics or Semi-Permanent Cosmetics shall be recorded on this record.
- (c) The school, postsecondary school, postsecondary institution, or training facility shall establish a grading system and hold examinations before issuing diplomas for in-classroom, online and distance education training.
- (d) All necessary basic subjects, in accordance with the Department's curriculum shall be taught in the proper sequence and depth to prepare each student both for the licensing examination and for successful entry level work in the profession.
- (e) A course outline and daily lesson plans shall be used by the school, postsecondary school postsecondary institution, or training facility for in-classroom, online and distance education training. A course outline shall be provided to students so they will be apprised of the upcoming activities.

607. Tuition and Fees for Schools, Postsecondary Schools, or Postsecondary Institutions

- (a) Every school, postsecondary school, or postsecondary institution shall fix its tuition at such an amount as will enable it to furnish without further charge to the student all supplies used on the public or on mannequins. Each student shall have access to a complete kit of tools, textbook and copies of the instructional materials used prior to the beginning of the course in which those materials are needed.
- (b) The student for cosmetology or related branches shall not be permitted to remove the kit from the school or postsecondary school, without prior approval from the school, until such time the student has completed his/her training or withdraws from school or postsecondary school provided the student has purchased the kit from the school or postsecondary school.

608. Rules for Schools, Postsecondary Schools, Postsecondary Institutions or Training Facility Catalog

- (a) Every school, postsecondary school, postsecondary institution, or training facility shall set forth basic information about itself in a catalog, for in-classroom, online and distance education training, which is kept up to date and made available to prospective students/artist in training and the Department.
- (b) The catalog must include the following items as a minimum: name and address of school, postsecondary school, postsecondary institution, or training facility; if the

school offers in-classroom, online and/or distance education training; date of publication; when the school, postsecondary school, postsecondary institution, or training facility was established; admission requirements; educational objectives of each program; length of course and course description; grading system; graduation requirements; type of document received upon graduation; refund policy; name(s) of owners and scholarship and fee waiver policies.

- (c) Either the catalog or a dated supplement to the catalog for in-classroom, online and distance education training must include: total tuition for the course; books and supplies; registration fee or enrollment fee; charges for extra instruction; all other costs assessed to students; details, conditions, and methods of payment of monies owed to the school, postsecondary school, or postsecondary institution; school, postsecondary school, postsecondary institution, or training facility policies, rules; disciplinary action for failure to abide by policies or rules; and name of administrative staff and faculty of the school, postsecondary school, postsecondary institution, or training facility
- (d) Practical Examination fee licensure shall be set by the school or postsecondary school shall not exceed \$65.00 for cosmetology and related branches and shall not exceed \$50.00 for Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetic.
- (e) Prior to adoption, amendment, or repeal of any rule or catalog, the school, postsecondary school, postsecondary institution, or training facility shall give notice of its intended action to the students/artist in training enrolled in school, postsecondary school, or postsecondary institution. The notice shall include the following:
 - (1) The effective date;
 - (2) Whether the rule(s) is new, repeals, or changes an existing rule; and,
 - (3) What the rule(s) is.
- (f) After the students or artist in training are given notice in the proper form all students or artist in training enrolled in said school, postsecondary school, postsecondary institution, or training facility will be required to sign a document stating that they have been apprised of the intended action.
- (g) After the rule(s) has been adopted by the school, postsecondary school, postsecondary institution, or training facility a supplement which contains the revisions shall be attached to all catalogs that the school, postsecondary school, postsecondary institution, or training facility has on hand.

609. School, Postsecondary School, or Postsecondary Institution Contracts

- (a) School, postsecondary school, or postsecondary institution owners who require contracts as a prerequisite for enrollment will be required to file one (1) copy of the contract with the Department and provide a copy to the student. The contract must clearly outline the obligation of both the school, postsecondary school or postsecondary institution the student in accordance with the terms and conditions stipulated in the school or institution catalog. All contracts must contain the following:
 - (1) The name and address of the school, postsecondary school or postsecondary institution;

- (2) The name and address of the applicant;
 - (3) Course of Training – Total hours of instruction;
 - (4) Whether the course is in-classroom, online and/or distance education;
 - (5) School, postsecondary school, or postsecondary institution Term- Stipulate full or part-time. Must state the number of hours each day and days per week;
 - (6) Schedule of Payments – State tuition and whether the tuition includes the cost of the kit and book. If the kit and book are not included in the tuition said items must be itemized. The down payment, balance of the contract and the monthly payments must be stated;
 - (7) The school, postsecondary school, or postsecondary institution refund policy must be stated;
 - (8) Acknowledgement that the student received a copy of the school, postsecondary school, or postsecondary institution rules and catalog; and,
 - (9) Contracts of under aged student shall be signed by a parent or guardian. Parent or guardian signature is required for students under eighteen (18) years of age.
- (b) All school, postsecondary school, or postsecondary institution contracts must be fully executed.

700. Requirements for Establishments, Mobile Salons, Schools, Institutions, or Training Facilities

701. Physical Facilities Cosmetology, Body Art and/or Permanent Cosmetics or Semi-Permanent Cosmetic

- (a) Water Supply and Sewage – A safe and adequate supply of continuous hot and cold running water shall be provided from an approved source. All water-carried sewage shall be disposed of by means of an approved sewage disposal system constructed and operated in conformance with the standards established for such systems by the Arkansas Department of Health.
- (b) Toilet Facilities, Fixtures and Plumbing – Where toilet facilities are made available or otherwise required, said facilities, fixtures and other plumbing shall be installed in accordance with the Arkansas State Plumbing Code and meet standards set by the Arkansas Department of Health. No toilet facility shall be used for storage of implements or supplies for services performed on the public.
- (c) Hand Washing Facilities – Each school of cosmetology, each postsecondary school of cosmetology, each training facility of body art or each postsecondary institution of Permanent Cosmetics or Semi-Permanent Cosmetic, each establishment and each mobile salon shall provide hand washing facilities installed in accordance with the Arkansas State Plumbing Code. The facilities shall have a soap dispenser (with soap) and disposable towels or an air dryer for hands. Common towels and bar soap are prohibited.
- (d) Garbage and Refuse – Garbage and refuse shall be kept in durable, easily cleanable, containers that do not leak and do not absorb liquids. No school of cosmetology,

postsecondary school of cosmetology, training facility of Body Art or postsecondary institution of Permanent Cosmetics or Semi-Permanent Cosmetic, establishment or mobile salon shall permit an accumulation of garbage or refuse. Garbage and refuse shall be disposed of often enough to prevent the development of odor and the attraction of insects and rodents.

- (e) Insect and Rodent Control – Each school of cosmetology, each postsecondary school of cosmetology, each training facility of body art or each postsecondary institution of Permanent Cosmetics or Semi-Permanent Cosmetic, each establishment and each mobile salon shall be kept in such condition as to prevent the harborage or feeding of insects or rodents.
- (f) Cleanliness and Repair – Each school of cosmetology, each postsecondary school of cosmetology, each training facility of body art or each postsecondary institution of Permanent Cosmetics or Semi-Permanent Cosmetic, each establishment and each mobile salon shall keep the floors, mats, and fixtures clean and in good repair.
- (g) Lighting – Permanently fixed artificial light sources shall be installed to provide sufficient light on the working area or clinical area.
- (h) Ventilation – Each school of cosmetology, each postsecondary school of cosmetology, each training facility of body art or each postsecondary institution of Permanent Cosmetics or Semi-Permanent Cosmetic, each establishment and each mobile salon shall be free of excessive heat, steam, condensation, vapors, smoke and harmful fumes.
- (i) Infectious or Communicable Disease
 - (1) No person afflicted with an infectious or communicable disease, which may be transmitted during the performance of the acts of cosmetology or any of its branches or afflicted with an infestation of animal parasites shall be permitted to work or train in a school of cosmetology, a postsecondary school of cosmetology, a training facility of body art or a postsecondary institution of Permanent Cosmetics or Semi-Permanent Cosmetic, in an establishment or in a mobile salon.
 - (2) No school of cosmetology, postsecondary school of cosmetology, training facility of body art or postsecondary institution of Permanent Cosmetics or Semi-Permanent Cosmetic, an establishment or mobile salon shall require or permit a student or a licensee, to massage or perform a service on any surface of the skin or scalp where such skin is inflamed, open, irritated or where a skin infection or eruption is present and/or knowingly, to work upon a person suffering from any infectious, communicable disease or on a client with an infestation of animal parasites which may be transmitted during the performance of the act of cosmetology or any of its branches. The term “infectious or communicable disease” shall not include human immunodeficiency virus (HIV) or any other disease that similarly does not pose a significant risk to the health or safety of others during the performance of an act of cosmetology or any of its branches.
- (j) Personal Cleanliness
 - (1) Person and Wearing Apparel – The person and the attire worn by an individual serving a client shall at all times be clean.

- (2) Washing Hands – Every person performing services in a school of cosmetology, postsecondary school of cosmetology, training facility of Body Art or postsecondary institution of Permanent Cosmetics or Semi-Permanent Cosmetic, an establishment or a mobile salon shall thoroughly wash hands with soap and water or any equally effective cleansing solution before serving each client.
- (k) Towels -After a towel has once been used, it shall be deposited in a receptacle, and shall not again be used until properly cleaned. Towels and linens shall be washed on the hot cycle and dried until hot to the touch.
- (l) Bottles and Containers – All bottles and containers containing any chemical or liquids in use in a school of cosmetology, postsecondary school of cosmetology, training facility of Body Art or postsecondary institution of Permanent Cosmetics or Semi-Permanent Cosmetic, an establishment or mobile salon shall be distinctly and correctly labeled to disclose their contents.
- (m) Instruments and Supplies - All used porous supplies or instruments which cannot be disinfected shall be disposed of in a waste receptacle immediately after use.
- (n) Electrical Instruments and Equipment-
 - (1) Before use upon a client, all electrical instruments shall be cleaned and disinfected with an EPA registered disinfecting solution (spray or wipe) containing bactericidal, capable of destroying bacteria; virucidal, capable of destroying viruses; and fungicidal, capable of destroying fungi. Disinfectants must be used according to manufacture labels to be safe and effective. All disinfectable instruments that have been used on a client or soiled in any manner shall be placed in a properly labeled receptacle that contains only dirty items awaiting disinfection. Disinfected instruments and equipment shall be placed on a hook or on a clean towel and covered by a clean towel.
 - (2) Electrical equipment shall be functioning in accordance with the manufacturer's specifications. Equipment that is not operable or functioning in accordance with the manufacturer's specifications shall be repaired or discarded.
- (o) Non-Electrical Instruments and Equipment-
 - (1) Before use upon a client, all non-electrical instruments shall be cleaned and then disinfected with an EPA registered disinfecting solution containing bactericidal, capable of destroying bacteria; virucidal, capable of destroying viruses; and fungicidal, capable of destroying fungi. Disinfectants must be used according to manufacture labels to be safe and effective. All disinfectable instruments that have been used on a client or soiled in any manner shall be placed in a properly labeled receptacle that contains only dirty items awaiting disinfection. Disinfected items should be stored in a clean covered container.
 - (2) Non-Electrical equipment shall be functioning in accordance with the manufacturer's specifications. Equipment that is not operable or functioning in accordance with the manufacturer's specifications shall be repaired or discarded.
- (p) Sterilizing Instruments-All needles and lancets must be single use and disposable. For proper disposal of needles and lancets refer to Ark. Code Ann. § 20-7-109 and Ark.

Code Ann. §§ 20-32-101 – 112. Instruments that cannot be sterilized with an autoclave must be sterilized with an EPA registered disinfecting solution containing bactericidal, capable of destroying bacteria; virucidal, capable of destroying viruses; and fungicidal, capable of destroying fungi Disinfectants must be used according to manufacture labels to be safe and effective. Dry sterilizer or UV lights are not acceptable sterilization techniques. Approved modes of sterilization include:

- (1) Use of a steam, pulse pressure, or vacuum autoclave sterilizer, which is used, cleaned and maintained according to the manufacturer's directions;
 - (2) Single use prepackaged sterilized instruments obtained from suppliers or manufacturers;
 - (3) Prior to sterilizing, instruments shall be submerged and brushed or swabbed to remove foreign material and rinsed;
 - (4) Non-disposable tubes for tattooing shall be disassembled prior to beginning the cleaning process and remain this way throughout the sterilization process;
 - (5) Enzymatic cleanser used in the ultrasonic unit shall be designed for such use and used in accordance with the manufacturer's instructions;
 - (6) The exception to this cleaning process may be the use of an instrument washer, which is specifically designed to replace the manual cleaning and ultrasonic processing of contaminated instruments;
 - (7) A chemical indicator shall be used to assure sufficient temperature and steam penetration and proper functioning of equipment each time the sterilizer is run;
 - (8) A monthly sterilization cycle shall be completed with use of a biological monitoring system (commercial preparation of spores) to assure all microorganisms have been destroyed and sterilization achieved;
 - (9) Packaged, sterilized supplies which have been processed in-house shall be stored and used for no more than one (1) year from the date of processing. Supplies purchased packaged and pre-sterilized from manufacturers shall be stored and used until the expiration date provided by the manufacturer. The integrity of each package shall be inspected prior to use; and,
 - (10) A set of individually wrapped sterilized needles shall be used by the artist for each new client. An adequate number of sterilized needles and tubes or tips per body artist, body piercer, or permanent cosmetics and semi-permanent cosmetics artist must be on hand for the entire day or night operation.
- (q) Liquids, Creams, Powders and Other Cosmetic Preparations
- (1) Storage – All liquids, creams and other cosmetic preparations shall be kept in properly labeled clean and covered containers. Powders may be kept in a clean shaker.
 - (2) Removal from Container – When only a portion of a cosmetic preparation is to be used on a client, it shall be removed from the container in such a way as not to contaminate the remaining portion.

- (3) Pencil Cosmetics and Sharpeners – Pencil cosmetics shall be sharpened before each use. Sharpener must be cleaned after each use.

702. Cosmetology Specific Physical Facilities

- (a) In addition to the requirements in Section 701, Cosmetology Facilities Must:
- (b) Minimum Equipment – Each school of cosmetology, postsecondary school of cosmetology establishment and each mobile salon shall have and maintain the following minimum equipment:
 - (1) A liquid disinfecting receptacle to hold instruments and supplies with an EPA registered disinfecting solution that is bactericidal, capable of destroying bacteria; virucidal, capable of destroying viruses; fungicidal, capable of destroying fungi. Disinfectants must be used according to manufacture labels to be safe and effective. Contact time listed on the manufacturers label must be adhered to at all times to effectively destroy pathogens. The receptacle must be large enough that the instruments and supplies are completely submerged. The disinfectant solutions shall remain covered at all times and shall be changed daily or whenever visibly cloudy or dirty.
 - (2) All soiled linens must be in a separate vented receptacle from clean ones.
- (c) Shampoo Bowls, Treatment Tables, Pedicure Spas and Waxing Equipment and Supplies
 - (1) Headrests – The headrest of chairs shall be kept clean.
 - (2) Shampoo Bowls – Shampoo trays and bowls must be cleansed with soap and water or other detergent before each service, always kept in good repair and in a sanitary condition.
 - (3) Treatment Tables – Treatment tables must be cleaned and disinfected before and a clean linen or disposable paper placed between client and table before each service.
 - (4) Pedicure Spas – Cleaning and Disinfecting of Circulating and Non-Circulating Tubs and Spa’s for All Industry Modalities.
 - (A) The recommended cleaning and disinfecting standard for all circulating and non-circulating tubs or spas are: (the use of eye goggles and nitrile protective gloves are recommended and exposure of the client’s feet or other skin areas of the body to disinfectants should be avoided).
 - (B) After each client or service:
 - (i) Drain the tub;
 - (ii) Clean the tub according to manufacturer’s instructions. Take special care to remove all film, especially at the water line. Rinse the tub well;
 - (iii) Fill the tub with water; and,
 - (iv) Add appropriate disinfectant into the water according to the following:

- (1) At Minimum, use an EPA registered, bactericidal, virucidal and fungicidal, disinfectant that is mixed and used according to the manufacturer's directions, EXCEPT TUBS THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS.
 - (2) If a Tub has COME IN CONTACT WITH BLOOD OR BODY FLUIDS at minimum, an EPA registered disinfectant that is effective against HIV –1 and human Hepatitis B Virus that is mixed and used according to the manufacturer's directions shall be used.
 - (3) Allow the disinfectant to stand for non-circulating tubs or to circulate for circulating tubs for the time specified according to the manufacturer's instructions.
 - (4) At the end of the day remove all removable parts (filters, screens, drains, jets, etc.) clean and disinfect the removable parts as follows:
 - (A) Scrub with a brush and soap or detergent until free from debris;
 - (B) Rinse;
 - (C) Completely immerse in an EPA registered, bactericidal, virucidal, and fungicidal disinfectant that is mixed and used according to the manufacturer's directions;
 - (D) Rinse;
 - (E) Air dry; and,
 - (F) Replace the disinfected parts into the tubs. (Drains, jets, etc.) or, store them in a disinfected, dry, covered container that is isolated from contaminants.
 - (5) Salons are choosing to purchase extra drains and removable parts so the parts can immediately be changed out with pre disinfected parts saving time between clients. If so, any part which has COME IN CONTACT WITH BLOOD OR BODY FLUIDS must at minimum be disinfected with an EPA registered disinfectant that is effective against HIV –1 and human Hepatitis B Virus that is mixed and used according to the manufacturer's directions, stored as in Section 702(c)(4)(B)(iv)(1) above.
 - (6) Waxing Equipment and Supplies - Wax heater/pots shall be kept clean at all times and covered when not in use; each applicator may only be submerged in waxing product one time before being disposed. No used applicator shall be left on or in heater/pot at any time. Waxing strips, applicators and any supplies used before, during or after waxing service, shall be stored in clean covered labeled container. Roll-on wax applicators are NOT PERMITTED.
- (d) Neck Strips – A sanitary neck strip or towel shall be used to keep the protective covering from coming in direct contact with a client's neck Exemption freshly laundered/clean cape used for each client.

- (e) Animals in Schools of cosmetology, postsecondary schools of cosmetology, Establishments and Mobile Salons– Animals are prohibited from being inside school of cosmetology, a postsecondary school of cosmetology, establishments or mobile salons. Exceptions include:
 - (1) Service animals that are accompanying a client with a disability. In the event that an authorized Department representative observes an establishment owner's, mobile salon owner's, school of cosmetology owner's, postsecondary school of cosmetology owner's, or client's animal within the premises of the establishment, mobile salon, school of cosmetology or postsecondary school of cosmetology, then the establishment, mobile salon, school or cosmetology or postsecondary school of cosmetology owner shall describe the impairment for which the animal is trained to provide assistance in order to ensure that the animal is not simply a pet; and
 - (2) Fish in a decorative aquarium.

703. Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetics Specific Physical Facilities

- (a) In addition to the requirements in Section 701, Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetics Facilities Must:
- (b) Each have a workroom:
 - (1) that is separate and apart from a waiting room and all other areas;
 - (2) that is not be used as a corridor for access to other rooms, including the public restroom facilities for clients;
 - (3) where only Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetics procedures are performed;
 - (4) equipped with lined, hands free, covered waste containers;
 - (5) equipped with an approved sharps container;
 - (6) Be free of and physically separated from any ultrasonic cleaner;
 - (7) equipped with cabinets for the storage of instruments, dyes, pigments, and other materials used in the Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetics procedures; and
 - (8) equipped with a worktable for each working artist. The surface of all worktables shall be constructed of material that is easily cleanable, smooth, non-absorbent, corrosive-resistant, and easily sanitized. Surface barriers shall be used to prevent contamination on all work surfaces and shall be replaced or laundered after each procedure.
- (c) Be completely separated by partitions, solid walls and doors from living or sleeping quarters located on the premises, rooms or area used for Body Art establishment or Permanent Cosmetics or Semi-Permanent Cosmetics establishment operations.

- (d) Have a decontamination area for the processing and sterilizing of dirty instruments, in which the placement of the sterilizer is at least thirty-six (36) inches from any sink or processing equipment and shall:
 - (1) be physically separated from the waiting area, restroom and the workroom;
 - (2) be equipped with a sink that has hot and cold running water, liquid soap, and single-use paper towels that is readily accessible to the practitioner;
 - (3) be equipped with a lined, hands free, covered waste container;
 - (4) be labeled in a conspicuous manner as Employees Only and set up to avoid clients or the public from entering; and,
 - (5) provide physical separation of areas within the room to designate the difference between dirty and clean instruments.
 - (6) Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetics establishments which use all prepackaged, pre-sterilized, single use instruments are not required to provide a decontamination area.
- (e) A new pair of medical disposable gloves shall be used by the artist for each client and shall be disposed of immediately upon removal.
- (f) The area of the client's skin to which Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetics procedure is to be applied shall be prepared by washing with distilled water and approved germicidal soap. When it is necessary to shave the area, single service disposable razors shall be used. Following shaving, the skin must be gently scrubbed with 70% isopropyl alcohol or other approved germicidal solution, using a sterile gauze pad or paper towel, which shall be used only on one client and then discarded.
- (g) During any phase of the procedure, should the artist be interrupted for other duties, i.e., answering the phone, etc., the artist shall wash hands as required before resuming the procedure. A new pair of medical disposable gloves shall be used.
- (h) When acetate stencils are used for transferring the design to the skin, stencils shall be thoroughly cleaned and rinsed in an approved germicidal solution according to manufacturer's instructions and then they shall be dried with a sterile gauze pad or air-dried before each use.
- (i) When the design is transferred during hectograph and tracing paper or duplicating carbon methods, the paper or duplicating master shall not be reused on another client.
- (j) In preparing nontoxic dyes or pigments, only nontoxic or sterile material shall be used. Single service or individual portions of pigments in clean sterilized containers or single service containers shall be used for each client. Upon completion, the remaining unused pigments shall be discarded. Any pigment in which the needles were dipped shall not be reused during new or follow-up procedures. Where pigment mixing is necessary to achieve the correct color and follow-up touch-ups may be required (permanent cosmetics), the original container of mixed pigment may be kept.
- (k) Excess pigment shall be removed from the skin with a sterile gauze pad or paper towel, which shall be used only on one client and then discarded.

- (l) After a completed Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetics procedure, with the exception of piercings, the area of skin worked on, shall be cleaned with a piece of single use sterile material saturated with an approved germicidal solution. It shall be allowed to dry. After drying, ointment may be applied to Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetics from a collapsible metal or plastic tube or single use packet or portion and where feasible the entire area covered with a piece of an approved, nonstick bandage. The ointment may be spread by the use of sterile gauze, sterile tongue depressors, or gloved fingers.
- (m) The area of Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetics application shall be washed and where feasible, ointment or petroleum jelly shall be applied.
- (n) Permanent Cosmetics or Semi-Permanent Cosmetics shall not be performed with a coil machine. Any procedures must be completed with a digital or rotary machine.
- (o) The establishment shall have a period of twenty-four (24) months from July 28, 2021 to comply with all rules, which requires construction and/or remodeling of the establishment.
- (p) No person shall operate an establishment unless the establishment has received a license from the Department.
- (q) The license shall expire on December 31 of each year.
- (r) No holder of any license shall allow a Body Art artist or Permanent Cosmetics or Semi-Permanent Cosmetics artist to perform in the establishment unless the artist is the holder of a valid license issued under these Rules or holds a current guest artist temporary demonstration license.
- (s) It shall be the duty of the operator or owner of the establishment to post the current license in a conspicuous place where it may be readily observed by the public. Building Requirements for schools, institutions or training facilities or postsecondary schools, institutions or training facilities.

704. Building Requirements for Schools, Postsecondary Schools, or Postsecondary Institutions

- (a) In addition to the requirements of Section 701, all schools, postsecondary schools, or postsecondary institutions shall be equipped to do and actually perform all services designated under § 17-26-101.
 - (1) The school, postsecondary school or postsecondary institution shall be of fireproof construction. All schools, postsecondary schools or postsecondary institutions shall have a front and back entrance. No partitions will be permitted except for the specified spaces listed below.
 - (2) All schools, postsecondary schools, or postsecondary institutions must be separated from any other business with solid walls. Establishments that are located in the same building shall be separated by a solid physical barrier and shall have separate entrances.

- (3) All schools, postsecondary schools, or postsecondary institutions shall have sufficient light fixtures and wiring which shall be approved by a licensed Electrician or City Inspector. Said Electrician or Inspector shall certify that wiring and fixtures are adequate for the building size and purpose for which it is to be used.
- (4) All schools, postsecondary schools, or postsecondary institutions buildings shall be completely air conditioned and centrally heated.
- (5) The school, postsecondary school or postsecondary institution shall be approved by the Department as to space, light, ventilation, hygienic environment and equipment.
- (6) Restrooms are required. Restrooms shall contain a commode and lavatory. Floors must be a washable surface. Pipes or any other projection that might create an unsanitary condition shall not be exposed.
- (7) A reception area shall be required. The reception area shall contain a desk or counter and chairs for clients. This area shall not contain any equipment used by the students in the practical work.
- (8) A supply room will be required to keep all cleaning equipment, such as mops, brooms, scrub pails, etc.
- (9) Break room or lounge room will be provided. Eating will not be permitted in the clinical area of the school, postsecondary school or postsecondary institution.

705. Specific Building Requirements for School of Cosmetology or Postsecondary School of Cosmetology:

- (a) In addition to the requirements in Section 701, Cosmetology Facilities must meet the following requirements:
 - (1) Interior floor space shall be not less than twenty-five hundred (2,500) square feet of area, for a maximum of twenty-five (25) students.
 - (2) Student practical training area or clinic area shall contain not less than twelve hundred (1,200) square feet, open space, with no walls to obstruct the view of the Instructor. The clinic square footage requirements are for a maximum enrollment of twenty-five (25) students. Enrollment capacity in excess of twenty-five (25) students will be established by the square footage contained in the reception area and excess footage over the required twelve hundred (1,200) square footage in the clinic. Every fifty (50) square feet of space in the aforementioned area will increase the enrollment capacity by one. A classroom is required and shall be not less than two-hundred-seventy-five (275) square feet. The classroom must be equipped with items conducive to promote a teaching and learning environment that accommodates both the instructor and students. Vending machines shall not be in the classroom.
 - (3) The clinical area shall contain stations and chairs, shampoo bowls and chairs, dryers with chairs, manicuring tables with chairs, facial chairs. Other equipment not used for the instruction of the practical work will not be permitted.

- (4) A dispensary room is required to store supplies used by students. All extra supplies, not being used, must be stored.
- (5) Storage space shall be provided for students to store individual personal items.
- (6) Office space shall be provided for student and school of cosmetology or postsecondary school of cosmetology business records that contain equipment and furniture necessary to reasonably accommodate an administrative office.

706. Specific Building Requirements for Postsecondary Institution of Permanent Cosmetics or Semi-Permanent Cosmetics and Training Facilities for Body Art

- (a) In addition to the requirements in Section 701, Permanent Cosmetics or Semi-Permanent Cosmetics Facilities must meet the following requirements:
- (b) Each have a workroom:
 - (A) that is separate and apart from a waiting room and all other areas;
 - (B) that is not be used as a corridor for access to other rooms, including the public restroom facilities for clients.;
 - (C) where only Permanent Cosmetics or Semi-Permanent Cosmetics procedures are performed;
 - (D) equipped with lined, hands free, covered waste containers;
 - (E) equipped with an approved sharps container;
 - (F) be free of and physically separated from any ultrasonic cleaner;
 - (G) be equipped with cabinets for the storage of instruments, dyes, pigments, and other materials used in the body art and Permanent Cosmetics or Semi-Permanent Cosmetics procedures; and
 - (H) be equipped with a worktable for each working artist. The surface of all worktables shall be constructed of material that is easily cleanable, smooth, non-absorbent, corrosive-resistant, and easily sanitized. Surface barriers shall be used to prevent contamination on all work surfaces and shall be replaced or laundered after each procedure.
- (c) Be completely separated by partitions, solid walls, and doors from living or sleeping quarters located on the premises, rooms or area used for body art establishment or Permanent Cosmetics or Semi-Permanent Cosmetics establishment operations.
- (d) Have a decontamination area for the processing and sterilizing of dirty instruments, in which the placement of the sterilizer is at least thirty-six (36) inches from any sink or processing equipment and shall (if applicable):
 - (A) be physically separated from the waiting area, restroom and the workroom;
 - (B) be equipped with a sink that has hot and cold running water, liquid soap, and single-use paper towels that is readily accessible to the licensee;
 - (C) be equipped with a lined, hands free, covered waste container;

- (D) be labeled in a conspicuous manner as Employees Only and set up to avoid clients or the public from entering; and,
 - (E) provide physical separation of areas within the room to designate the difference between dirty and clean instruments.
- (2) Postsecondary institutions which use all prepackaged, pre-sterilized, single use instruments are not required to provide a decontamination area.
 - (3) Postsecondary institutions shall have a period of twenty-four (24) months from July 28, 2021 to comply with all rules, which requires construction and/or remodeling of the postsecondary institution.

707. Equipment for New, Existing and Relocated Schools, Postsecondary Schools, or Postsecondary Institutions

- (a) All equipment for new, existing, and relocated schools, postsecondary schools, or postsecondary institutions shall be in good workable condition. The equipment shall be appropriately maintained in order to promote the health and safety of school, postsecondary school or postsecondary institution employees, students/artist in training and clients.
- (b) An adequate supply of furnishings shall be maintained in the classroom to sufficiently accommodate the enrolled students.
- (c) An adequate supply of working equipment for all courses shall be maintained in the school, postsecondary school or postsecondary institution to reasonably accommodate the clientele received in the school, postsecondary school or postsecondary institution.
- (d) Each school, postsecondary school or postsecondary institution shall maintain a time clock to register student hours for reporting to the Department.

708. Initial Inspection of a New or Relocated Schools, Postsecondary Schools, or Postsecondary Institutions

- (a) After all required documentation and fees have been submitted and approved; the Department will conduct an initial inspection on all new or relocated schools, postsecondary schools, or postsecondary institutions for the purpose of determining suitability based on submitted documentation with application:
 - (1) of proposed rooms, including adequacy of floor space; plumbing; ventilation; lighting, etc.;
 - (2) of proposed layout;
 - (3) of proposed items of equipment and material; and,
 - (4) satisfactory evidence of proper provisions for duly licensed instructors/artist trainers.
- (b) The findings of the initial inspection and the application with supporting documentation shall be submitted to the Department for its approval.

709. Final Inspection of New or Relocated Schools, Training Facilities, Postsecondary Schools, or Postsecondary Institutions

- (a) A final inspection shall be conducted by an inspector in order to determine that all information previously submitted to the Department on the “Instructor/Supervisor Form,” the “Application” and the “Initial Inspection Report,” such as the floor space, list of equipment on hand, and all other pertinent information, has been strictly adhered to by the owners or administrators of the proposed schools, postsecondary schools, or postsecondary institutions.
- (b) No license will be issued to any new school, postsecondary school, or postsecondary institution until an inspection report of compliance is received, at least 25 student enrollment forms, supporting documents and enrollment fees have been submitted and at least 25 student permits have been issued.

710. Routine Inspection of Schools, Training Facilities, Postsecondary Schools, or Postsecondary Institutions

- (a) Schools, training facilities, postsecondary schools, or postsecondary institutions shall be inspected at least twice a year, to ensure compliance with the licensing law and rules promulgated by the Board unless complaints are received by the Department.
- (b) Schools, training facilities, postsecondary schools, or postsecondary institutions shall be inspected to determine compliance with applicable licensing code and rules governing schools, training facilities, postsecondary schools, or postsecondary institutions and programs administered in a state or public-operated school. During an inspection, the inspector may review the records maintained by the school, training facilities, postsecondary school, or postsecondary institution; review the course outline and lesson plans and generally evaluate the operation of the school, training facilities, postsecondary school, or postsecondary institution. Failure to comply with the licensing requirements will be grounds for disciplinary action and license revocation.
- (c) Any school, training facilities, postsecondary school, or postsecondary institution that fails to abide by the terms and conditions set out in the school, training facilities, postsecondary school, or postsecondary institution catalog or contract or fails to comply with the procedures for adopting rules or who is capricious in enforcing school, training facilities, postsecondary school, or postsecondary institution rules may be subject to a disciplinary hearing before the Cosmetology Technical Advisory Committee pursuant to Section 207. In the case of a Nationally Accredited school, training facilities, postsecondary school, or postsecondary institution the Department will notify the proper officials of the disposition of the complaint.

711. Purchase of an Existing School, Training Facilities, Postsecondary School, or Postsecondary Institution

- (a) Any person, firm or corporation seeking to purchase an existing school, training facilities, postsecondary school, or postsecondary institution shall submit the following information at least thirty (30) days prior to the purchase:

- (1) An application shall be filed to reflect the change of ownership;
- (2) A statement filed by the new owner designating the name and address of the person who is authorized to accept service of notice from the Department and to transact all business negotiations on behalf of the school, training facilities, postsecondary school, or postsecondary institution, including answers to citations for hearings, and compliance with rulings issued by the Department;
- (3) An instructor form for each Instructor listing detailed information, such as the Instructor's education, previous work experience, etc.;
- (4) One certified financial statement;
- (5) Copy of the legal change of ownership document;
- (6) Copy of the new owner's government issued photo identification;
- (7) Samples of all forms to be used in the school, training facilities, postsecondary school, or postsecondary institution, such as attendance record, sign-in sheets, state inspector time sheets, contracts, releases, progress records, progress cards; and,
- (8) The required registration fees.

800. Equipment and Chemical Use in Cosmetology and its related Branches and Standards for Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetic.

801. Equipment and Chemical Use in Cosmetology and its Related Branches

(a) Equipment:

- (1) With the exception of piercing as set forth in sub part three (3) below, Cosmetologists and aestheticians may not use any device, tool, machine, or combination of the same, which results in the removal or destruction, of a client's skin beyond the epidermis.
- (2) Devices used by cosmetologists and aestheticians must:
 - (A) Follow all FDA, OSHA, and state safety requirements and manufactures instructions; and,
 - (B) Must not be classified by the FDA as a Class 3, 3a, or 3b device, or a laser class 3 or 4.
- (3) Piercing activity of cosmetologists and aestheticians shall be limited to piercing the lobe of the ear using an ear-piercing gun.

(b) Chemical:

- (1) A licensed cosmetologist and aesthetician may use the following chemical exfoliation substances:
 - (A) No more than 50% alpha hydroxyl acid (AHAs which includes, but is not limited to, glycolic, tartaric, malic or lactic acids. Such AHAs shall not be lower than a pH of 2);
 - (B) No more than 20% beta hydroxyl acid (BHAs which include salicylic acid);

- (C) No more than 20% Trichloroacetic Acid (TCA);
 - (D) Jessner's solutions;
 - (E) Proteolytic enzymes (such as papain and bromelain) when used with an accelerator; and
 - (F) Non-medical grade Retinoid.
- (2) No person performing any type of cosmetology services is permitted to use the following:
- (A) Medical grade or prescription Retinoid;
 - (B) Carboic acid (phenol);
 - (C) Products listed above that exceed the stated maximum levels or combinations thereof; or,
 - (D) All adulterated chemical exfoliating/peeling substances.
- (c) Equipment and chemical exfoliation substance services shall only be administered in an establishment, mobile salon or school of cosmetology or postsecondary school of cosmetology licensed by the Board and shall only be performed by a licensed practitioner that follows the appropriate health and safety guidelines and the manufacturer's instructions.
- (d) Client Consultation:
- (1) Cosmetologists and aestheticians shall take a client history and perform a skin analysis prior to providing any treatment or service to ensure there are no contraindications.
 - (2) All cosmetology establishments or mobile salons that collect private medical information as part of the client history shall have procedures in place to protect the confidentiality of the client's private medical information.
- (e) Cosmetologist and manicurist shall not use Liquid Methyl Methacrylate (MMA) Monomer.
- (f) Performing services prohibited under this section shall be grounds for disciplinary action by the Cosmetology Technical Advisory Committee.

802. Body Piercing Standards

- (a) Initial jewelry for body piercing shall meet ASTM or ISO standards.
- (b) The jewelry must be able to withstand the heat and pressure of autoclave sterilization.
- (c) All surfaces and ends must be smooth, free of nicks, scratches, burrs, polishing compounds and metals must have a consistent mirror finish.
- (d) An artist shall maintain on file for inspection a "Mill Test Certificate" confirming certification by ASTM International or the International Organization for Standardization, both for steel and titanium jewelry for initial piercing. The documentation shall accompany each initial piercing jewelry order.

- (e) Use of personal client jewelry or any apparatus or device presented by the client to be worn within an initial piercing is prohibited.
- (f) Any jewelry used for the procedure must be properly sterilized prior to use and handled in a manner to maintain sterility until use.
- (g) No product shall be used in or on a fresh body piercing that warns against such use. Nor shall these products be used against manufacturer warnings in the aftercare or healing of the piercing.
- (h) Any marking instrument shall be single use and disposable.

803. Body Art Standards

- (a) All inks, dyes and pigments must be produced by a commercial manufacturer and accepted for use by the Department.
- (b) Any needle shall be single use only.
- (c) All products used for the procedure such as skin cleansers, etc. shall be used in accordance with the manufacturer's instructions.
- (d) Any non-tattooing marking instrument shall be single use only and disposed of after use.
- (e) After the procedure is complete, the tattoo shall be cleaned and, where feasible, an ointment and a nonstick bandage applied.

804. Branding Standards

- (a) Any metal or other instrument used in a branding procedure which comes in direct contact with the client's skin shall be single use or capable of being properly sterilized.
- (b) All products used for the procedure such as skin cleansers, preps, or ointments shall be used in accordance with the manufacturer's instructions.
- (c) Any marking instrument or stencil shall be single use only and disposed of after use.
- (d) The artist, the client and any assistants or other individuals in the procedure room shall wear adequate personal protection equipment throughout the procedure.
- (e) The procedure area for branding shall be an enclosed room with adequate ventilation.
- (f) Metal used in strike branding procedures shall be made of non-galvanized steel.

805. Scarification Standards

- (a) Scarification procedures shall be performed in a dedicated enclosed workroom that is used for no other purpose at that time.
- (b) Adequate surface barriers shall be used to prevent contamination on all work surfaces and shall be replaced after each procedure.
- (c) Both oral and written aftercare shall be given to the client prior to beginning any scarification procedure.

- (d) All marking instruments and stencils shall be single use and disposable.
- (e) A scarification artist shall wear disposable eye and respiratory protection as well as an adequate hair restraint at all times while performing the scarification procedure.
- (f) All scarification instruments shall be individually prepackaged and pre-sterilized by the manufacturer and handled in a manner to avoid compromising sterility.
- (g) A scarification artist shall wear sterile individually prepackaged gloves during the scarification procedure. A new pair of sterile gloves shall be worn for each scarification procedure. If the scarification artists must stop the procedure to conduct other tasks, the artist must wash his or her hands according to Section and put on a new pair of sterile gloves.
- (h) A client's skin must be thoroughly cleaned with soap and water, rinsed and swabbed with an antiseptic solution prior to a scarification procedure.
- (i) If the area in which the procedure is to be performed requires shaving, it shall be done with a single use, disposable razor.
- (j) After the procedure is complete, the area shall be washed, and a nonstick bandage applied.
- (k) All scarification implements used to break or cut the skin shall be regarded as sharps and must be single use and disposed of in compliance with the Rules Pertaining to The Management of Medical Waste from Generators and Health Care Related Facilities.
- (l) Surface barriers used during scarification procedures shall be considered medical waste and disposed of accordingly after each procedure.

806. Permanent Cosmetics or Semi-Permanent Cosmetics Standards

- (a) All inks, dyes and pigments must be produced by a commercial manufacturer and accepted for use by the Department.
- (b) Any needle shall be single use only.
- (c) All products used for the procedure such as skin cleansers, etc. shall be used in accordance with the manufacturer's instructions.
- (d) Any non-Permanent Cosmetics or Semi-Permanent Cosmetics marking instrument shall be single use only and disposed of after use.
- (e) After the procedure is complete, the Permanent Cosmetics or Semi-Permanent Cosmetics area shall be cleaned and, where feasible, an ointment.

807. Operation Standards

- (a) Record Keeping. The operator shall maintain proper records on each client. These records shall be entered in ink in a bound book kept solely for this purpose. This book shall be available for examination by the Department upon request. A digital record keeping system may be used if it provides all required information and has an adequate method of backing up the data. The records shall be preserved for at least two (2) years from the date of the last entry. The records shall contain the following information:

- (1) The date the procedure was performed;
 - (2) The design and location of body art procedure applied;
 - (3) The name, license number and signature of the artist;
 - (4) Client Information shall include but not limited to:
 - (A) Legal Name;
 - (B) Address;
 - (C) Date of Birth; and,
 - (D) Photocopy of a valid government-issued photo identification for each client. For minors or incapacitated adults under legal guardianship, a photocopy of a valid photo identification of legal guardian and proof of guardianship, as required in Section 808.
 - (E) Signature.
 - (5) Each form of Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetics provided by the establishment shall have its own bound book, separate from records for all other forms of Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetic.
 - (6) In the event of a change of ownership or closing of the establishment, all records shall be made available to the Department upon request.
 - (7) Due diligence shall be demonstrated in the effort to keep all records private from the public and other clients.
- (b) Suspected Infections to be Reported. All infections suspected from performing a Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetics procedures, which become known to the artist/operator, shall be reported to the Department within one (1) business day and the infected client shall be referred to a physician.

808. Documentation and Consent Required for Minors and Incapacitated Adults Under Legal Guardianship.

- (a) The consent shall be on forms approved by the Department and shall be presented to the operator by the parent or legal guardian.
- (b) Body artist:
 - (1) shall not perform body art on a person under eighteen (18) years of age, unless:
 - (A) Given a consent form with the signature and printed legal name of the parent or legal guardian;
 - (B) The parent or legal guardian is present during the procedure;
 - (C) The person to undergo body art and the parent or legal guardian each provide a valid government-issued form of photo identification that includes a name, date of birth, and photo; and

- (D) The parent or legal guardian presents proof of guardianship that matches the identification given, including without limitation a birth certificate or a court or state record for adoption, legal guardianship, emancipation, or a marriage license.
- (2) shall not perform body art on a person under sixteen (16) years of age, regardless of parental consent, except when piercing the earlobe.
- (3) shall not perform on a person under eighteen (18) years of age regardless of parental consent:
 - (A) Body art on the nipple or genital; or,
 - (B) Branding.
- (c) Any person who performs body art on a person under eighteen (18) years of age, except as provided in Sections 808(b)(1)(A) - 808(b)(1)(D), shall be guilty of a Class A misdemeanor.
- (d) Any person who falsely claims to be the minor's parent or legal guardian for the purpose of obtaining body art for a person under eighteen (18) years of age shall be guilty of a Class D felony.
- (e) Permanent Cosmetics Artist or Semi-Permanent Cosmetics Artist:
 - (1) shall not perform body art on a person under eighteen (18) years of age, unless:
 - (A) Given a consent form with the signature and printed legal name of the parent or legal guardian;
 - (B) The parent or legal guardian is present during the procedure;
 - (C) The person to undergo body art and the parent or legal guardian each provide a valid government-issued form of photo identification that includes a name, date of birth, and photo; and
 - (D) The parent or legal guardian presents proof of guardianship that matches the identification given, including without limitation a birth certificate or a court or state record for adoption, legal guardianship, emancipation, or a marriage license.
 - (E) Except when authorized or prescribed by a physician's statement, regardless of parental consent a Permanent Cosmetics artist or Semi-Permanent Cosmetics artist:
 - (i) shall not perform Permanent Cosmetics, Semi-Permanent Cosmetics, or Paramedical Tattooing on a person under thirteen (13) years of age; and,
 - (ii) shall not perform Permanent Cosmetics or Semi-Permanent Cosmetics on the nipple or genital on a person under eighteen (18) years of age regardless of parental consent
- (f) Any person who performs Permanent Cosmetics or Semi-Permanent Cosmetics on a person under eighteen (18) years of age, except as provided in Sections 808(b)(1)(A) - 808(b)(1)(D), shall be guilty of a Class A misdemeanor.

- (g) Any person who falsely claims to be the minor's parent or legal guardian for the purpose of obtaining Permanent Cosmetics or Semi-Permanent Cosmetics for a person under eighteen (18) years of age shall be guilty of a Class D felony.

809. Client Information.

- (a) Before performing a Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetics procedure, an artist must have a discussion of the risks involved and possible complications with the client. The client must be advised that certain procedures should be considered permanent and can be removed only by a surgical procedure and any effective removal may leave permanent scarring.
 - (1) A written cautionary notice to that effect shall be furnished to and signed by the client and retained on file at the establishment.
- (b) After the procedure is complete, oral and written (printed or photocopied) instructions, approved by the Department, on the care of the skin where Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetics was applied in order to prevent infection, shall be given to each client. A copy of these instructions shall also be posted in a conspicuous place in the establishment.

810. Restrictions Concerning Body Art, Permanent Cosmetic, and Semi-Permanent Cosmetics Procedures

- (a) Body art, permanent cosmetic, and Semi-Permanent Cosmetics procedures shall be prohibited under the following circumstances:
 - (1) No person shall be licensed to perform Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetics in any temporary place of business, such as carnivals, mass gatherings, or similar public gatherings of a temporary nature without an approved mobile facility or without meeting the requirements for a temporary demonstration license.
 - (2) No procedure shall be done on the person of any individual who is obviously under the influence of drugs or intoxicating liquor.
 - (3) No procedure shall be done on a person suffering from any visible rash, skin lesion or any skin disease or possible communicable disease. The skin surface shall be free from rash, pimples, infection or recent scar tissue before Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetics is applied.
 - (4) No person inflicted with an infectious or communicable disease, which may be transmitted during the performance of any procedure or afflicted with an infestation of animal parasites shall be permitted to work or train in an establishment. The Department may require a certificate signed by a duly licensed physician stating the person is free from communicable diseases before permission to resume operation is granted.
 - (5) No existing tattoo shall be abraded or treated with chemicals for the purpose of removing except by a licensed physician. This section does not intend to prohibit

the cover up of existing tattoos with additional body art design pattern or application of permanent cosmetics.

- (6) No smoking in an establishment at any time in accordance with the Arkansas Clean Indoor Air Act.
 - (7) The use of a straight razor is prohibited. Only single service disposable razors shall be used for shaving purposes.
 - (8) No person shall allow or perform Tattooing or Permanent Cosmetics or Semi-Permanent Cosmetics of animals in an establishment licensed and used for performing Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetics procedures on human beings.
 - (9) An artist licensed by the Department shall not perform or attempt to perform the insertion of a subdermal implant.
 - (10) An artist may use only nonprescription strength topical anesthetics, ointments, or other medications prior to, during, or after any phase of Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetics procedures.
 - (11) An artist shall not use chemical or other means to intensify the results of a scarification procedure.
- (b) Every firm, person, or corporation violating any of the provisions of these Rules shall be deemed guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not less than one thousand dollars (\$1,000) nor more than five thousand dollars (\$5,000) or by imprisonment not exceeding one month, or both. Each day of violation shall constitute a separate offense (Ark. Code Ann. § § 17-26-602 and § 17-26-702.).
 - (c) Additional civil penalties and fines shall be enforced in accordance with Ark. Code Ann. § § 17-26-602 and § 17-26-702.
 - (d) Any penalty will be in addition to other remedies available to the Department, including suspension or revocation of license and civil penalties.

900. Severability

901. Severability

- (a) If any provision of these Rules or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of these Rules which can give effect without the invalid provisions or applications, and to this end, the provisions herein are declared severable.

902. Repeal

- (a) All rules and parts of rules in conflict herewith are hereby repealed.

903. Definitions

- (a) "Aesthetician" means any person who engages in the practice of beautifying the body by cleaning, waxing, externally manipulating, or stimulating the body by means of the

- hands, devices, apparatus, or appliances with or without the use of cosmetic preparations, antiseptics, tonics, lotions, and creams.
- (b) “APP” means the Alliance of Professional Piercers.
 - (c) “Apprentice” means an artist trainer that is enrolled in an approved apprenticeship program.
 - (d) “Apprenticeship” means a program that meets the federal guidelines set out in 29 C.F.R. Part 29, as existing on March 1, 2021, and approved by the United States Office of Apprenticeship as meeting the requirements of an apprenticeship.
 - (e) “APT” means the Alliance of Professional Tattooists.
 - (f) “Art of Cosmetology” means the art of cosmetology includes one (1) or more of the following practices:
 - (1) Chemically treating, dressing, curling, waving, machine-less permanent waving, permanent waving;
 - (2) Cleansing, cutting, singeing, bleaching, tinting, coloring, straightening, dyeing, brushing, beautifying, or otherwise treating by any means the hair of any person or wigs or hairpieces;
 - (3) Externally manipulating, cleaning, waxing, or stimulating the body by means of the hands, devices, apparatus, or appliances with or without the use of cosmetic preparations, antiseptics, tonics, lotions, or creams;
 - (4) Beautifying the body by use of cosmetic preparations, antiseptics, tonics, lotions, or creams;
 - (5) Temporarily removing superfluous hair from the body of any person by the use of depilatories or by the use of tweezers, chemicals or preparations or by the use of devices or appliances of any kind or description, except by the use of light waves, commonly known as rays;
 - (6) Cutting, trimming, polishing, tinting, coloring, cleansing, or manicuring the nails of any person; and
 - (7) Massaging, cleansing, or beautifying the nails of any person.
 - (g) “Artist” means any person licensed in the state of Arkansas, other than a licensed physician, who performs body art or permanent or semi-permanent cosmetics on a human.
 - (h) “Artist in Training” means a person who is in training under the supervision of an artist trainer or a physician; and shall not perform body art independently.
 - (i) “Artist Trainer” means an artist who:
 - (1) Has been licensed by the Department of Health as an artist for at least:
 - (A) five (5) years in the specified field of body art in which he or she will offer training;

- (B) Has worked in a body art establishment licensed by the Department for at least five (5) years and been in compliance with Department rules governing body artists;
 - (C) Has completed the course required under § 17-26-606 and § 17-26-706; and
 - (D) Is a registered instructor for the specified field of body art.
- (j) “Aseptic Technique” means the practice which prevents or hinders the transmission of disease producing microorganisms from one person or place to another person or place.
 - (k) “ASTM” means the American Society for Testing and Materials.
 - (l) “Automatic licensure” means granting the occupational licensure without an individual having met occupational licensure requirements provided under the Arkansas Code or by other provisions in these Rules.
 - (m) “Board” means the Arkansas State Board of Health.
 - (n) “Body Art” means any procedures that include:
 - (1) Body Piercing;
 - (2) Branding;
 - (3) Tattooing; and/or,
 - (4) Scarification.
 - (o) “Body Piercing and Body Piercing Procedure” means the puncturing of a part of a live human being to create a hole for ornamentation or decoration or a single-point perforation of a body part to insert an anchor with a single stud protruding or flush with the skin. Body piercing or body piercing procedure shall not include piercing an earlobe with a pre-sterilized disposable, single-use stud or solid needle that is applied using a mechanical device to force the needle or stud through the earlobe.
 - (p) “Branding” means a permanent mark made on human tissue by burning with a hot iron or other instrument.
 - (q) “CDC” means Centers of Disease Control and Prevention.
 - (r) “Certified hours” means Cosmetology, Manicure, Aesthetic, Electrology, or Instructor hours which have been earned and recorded with the Department in which tuition has either been paid in full or the person has signed a promissory note that is acceptable to the school.
 - (s) “Clean” means the removal of visible debris through use of soap/detergent and water or a chemical cleaner.
 - (t) “Client” means any person who receives cosmetology service, Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetics services for compensation in any form from a person who is engaged in the Art of Cosmetology, Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetics.
 - (u) “Cosmetology Services” means any work performed for compensation in any form by any person who is engaged in the Art of Cosmetology.

- (v) “Complaint” means a formal statement that is submitted in writing to the Department pertaining to Cosmetology, Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetics.
- (w) “Cosmetology Technical Advisory Committee” means the Cosmetology Technical Advisory Committee is a nine-member committee appointed by the State Board of Health and will, among other duties, hold hearings on cases that may require disciplinary actions.
- (x) “Cosmetic” means any product made for beautifying the body.
- (y) “Critical Item” means an aspect of operation or condition of a facility or equipment that constitutes the greatest hazard to health and safety, including imminent health hazards.
- (z) “Department” means the Arkansas Department of Health.
- (aa) “Disinfect” means the destruction of bacterial, viral and fungal pathogens (not spores) through the use of proper process and chemical disinfectants intended for use in the establishment, school and institution settings.
- (bb) “Disinfectant” means a EPA registered disinfectant that is bactericidal, virucidal, and fungicidal.
- (cc) “Domestic violence and sexual assault awareness training” means a one (1) hour training course in domestic violence and sexual assault awareness for which the training course materials are provided by the Department of Health and incorporated into the curriculum for cosmetology and its branches, and the certificates of training shall contain proof of domestic violence and sexual assault training.
- (dd) “Electrologist” means any person who permanently removes hair from or destroys hair on the human body for beautification by the use of an electric needle or by the use of any other kinds of devices or appliances designed to permanently remove hair from the human body.
- (ee) “Enzymatic Cleaner or Enzymatic Detergent” means low-foaming detergents which add enzymes capable of digesting organic material such as blood and mucous, and which are labeled as such by the manufacturer.
- (ff) “EPA” means the United States Environmental Protection Agency.
- (gg) “Establishment” (generally) means a premise, building, part of a building, facility or mobile salon in which is practiced any branch or any combination of branches of cosmetology or the occupations of a cosmetologist, body art, and Permanent Cosmetics or Semi-Permanent Cosmetics, except the branch of manicuring as practiced in barbershops and nursing facilities as defined under A.C.A. § 20-10-1401.
 - (1) “Cosmetology Establishment” means a premise, building, part of a building, or mobile salon in which is practiced any branch or any combination of branches of cosmetology or the occupations of a cosmetologist, except the branch of manicuring as practiced in barbershops and nursing facilities as defined under A.C.A. § 20-10-1401 and an establishment that only provides the washing, cleansing, drying, blow drying, combing, brushing, or styling of the hair of any

person, but does not provide other services under the art of cosmetology as defined in Rule 903(f).

- (2) “Body Art Establishment” means any premise, building, part of a building, or training facility where body art or body piercing is performed and that has a body artist or body piercer licensed in Arkansas on staff.
 - (3) “Permanent or Semi-permanent Cosmetics Establishment” means any premise, building, part of a building, or training facility where permanent or semi-permanent cosmetics is performed and that has a permanent or semi-permanent cosmetics artist licensed in Arkansas on staff.
- (hh) “Establishment or Mobile Salon Owner” means any person, firm, or corporation conducting or operating an establishment or mobile salon as defined by A.C.A. 17-26-102 and 17-26-601.
- (ii) “Manager-Operator” means a licensed cosmetologist who is authorized to engage in the practice of cosmetology, independent of personal supervision in a duly licensed establishment or mobile salon.
- (jj) “Guest Artist” means an artist from a state other than Arkansas or a country other than the United States who holds a license from the Body Art, Permanent Cosmetics or Semi-Permanent Cosmetics regulatory board or agency, if in existence, in that state or country. If an artist license is not available in the guest artist's state or country, can submit to the Department of evidence of professional experience, employment and education including:
- (1) Proof of blood-borne pathogen certification; and
 - (2) Proof of employment in a licensed Permanent Cosmetics or Semi-Permanent Cosmetics facility for at least two (2) years.
- (kk) “Instrument” means equipment used during Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetics, including without limitation:
- (1) Forceps;
 - (2) Hemostats;
 - (3) Needles;
 - (4) Permanent cosmetics needles and tips;
 - (5) Receiving tubes; and,
 - (6) Tattoo barrels and tubes.
- (ll) “ISO” means the International Organization for Standardization.
- (mm) “Manicurist” means any person who engages in the occupation of manicuring the nails of any person by cutting, trimming, polishing, coloring, tinting, cleansing, filing, buffing, pushing, extending, protecting, wrapping, covering, building, or beautifying the nails or performing any other similar work upon the nails of any person by any means, including the softening of the arms, hands, feet, or ankles of any person by use of hands, mechanical or electrical apparatus or appliances, cosmetic or chemical

- preparations, antiseptics, lotions, or creams or by massaging, cleansing, manipulating or stimulating the arms, hands, feet, or ankles of any person.
- (nn) “Microneedling” means the use of tiny needles to create micro-perforations in the skin, not to exceed a depth of 0.25 mm, or as approved by the U.S. Food and Drug Administration.
- (oo) “Mobile Salon/Establishment” means a self-contained, self-supporting, enclosed unit that:
- (1) Is at least twenty-four-feet (24’) in length;
 - (2) May be transported from one location to another;
 - (3) Has a base location at the home, salon or office of the owner of the mobile salon;
 - (4) Is licensed as a cosmetology establishment for the practice of a branch or a combination of branches of cosmetology or the occupation of a cosmetologist licensed by the Department; and
 - (5) Complies with rules established by the Department.
- (pp) “Occupational Licensing Entity” means an office, board, commission, department, council, bureau, or other agency of state government having authority to license, certify, register, permit, or otherwise authorize an individual to engage in a particular occupation or profession, not including occupations or professions within the judicial branch of government or occupations or professions subject to the superintending control of the Supreme Court.
- (qq) “Occupational Licensure” means a license, certificate, registration, permit, or other form of authorization required by law or rule that is required for an individual to engage in a particular occupation or profession.
- (rr) “Operator” means any person who owns, controls, operates, conducts or manages any establishment, whether actually performing services or not.
- (ss) “Paramedical Tattooing” means procedures that involve repigmentation including without limitation:
- (1) 3D Nipple and Areola;
 - (2) Scar Camouflaging;
 - (3) Scalp Micropigmentation;
 - (4) Microblading; and,
 - (5) Pigment Lightening.
- (tt) “Permanent Cosmetics” means the application of pigment placed in the skin by needle or other instruments to beautify the body including without limitation:
- (1) Permanent Eyebrows;
 - (2) Permanent Eyeliner; and,
 - (3) Permanent Lip Liner and/or Color.

- (uu) “Pigment lightening” means the lightening of unwanted permanent cosmetics through the use of a saline solution or an exfoliate on the outermost layer of the skin.
- (vv) “Porous” means items made or constructed of material that has pores or openings and cannot be properly cleaned so that all visible residue is removed or is damaged or contaminated by cleaning and disinfecting.
- (ww) “Postsecondary School, Training Facility or Postsecondary Institution” means, with respect to:
 - (1) Cosmetology – any person, firm, corporation, premises, building, or part of a building whereon or wherein is taught any branch or any combination of the branches of cosmetology for a fee and that is licensed by the Department of Health and whose enrollment is made up of only students who have a high school diploma or its equivalent;
 - (2) Body Art – any person, firm, corporation, premises, building, or part of a building whereon or wherein is taught any branch of Body Art for a fee and that is licensed by the Department of Health; or,
 - (3) Permanent or Semi-permanent Cosmetics – any person, firm, corporation, premises, building, or part of a building whereon or wherein is taught any branch of permanent or semi-permanent cosmetics for a fee and that is licensed by the Department of Health and whose enrollment is made up of only students who have a high school diploma or its equivalent.
- (xx) “Practitioner” means any person who is licensed by the Department as a Cosmetologist, Electrologist, Manicurist, Instructor, or Aesthetician.
- (yy) “Procedure(s)” means the act of applying body art, Permanent Cosmetics or Semi-Permanent Cosmetics.
- (zz) “Re-pigmentation” means recoloration of the skin, including through the use of dermabrasion or chemical peels, sought due to:
 - (1) Birthmarks, vitiligo, or other skin conditions, which result in the loss of melanin to the skin;
 - (2) Scarring caused by surgical procedures, including without limitation face lifts, mole or wart removal, cauterization, and other similar procedures;
 - (3) Mastectomy, including recreation of an areola or nipple; or,
 - (4) Blotchy pigmentation.
- (aaa) “Registered hairstylist” means an individual who is registered with the Department and who only provides washing, cleansing, drying, blow drying, combing, brushing, or styling services for the hair of any person for compensation, but does not provide other services under the art of cosmetology as described in Rule 903(f), and may provide services for compensation only in a licensed cosmetology establishment directly supervised by a licensed cosmetologist who is available to address health and safety issues that may arise in providing services to a consumer, but excludes an individual who only cleanses the hair of any person for compensation.

- (bbb) “Scarification” means injury of the skin involving scratching, etching, or cutting of designs to produce a scar on a human being for ornamentation or decoration.
- (ccc) “Scarification Implement” means a single use instrument used to intentionally alter human skin for the purpose of scarification.
- (ddd) “School or Training Facility” means, with respect to:
 - (1) Cosmetology – any person, firm, corporation, premises, building, or part of a building whereon or wherein is taught any branch or any combination of the branches of cosmetology for a fee and that is licensed by the Department of Health;
 - (2) Body Art – any person, firm, corporation, premises, building, or part of a building whereon or wherein is taught any branch of Body Art for a fee and that is licensed by the Department of Health; or,
- (eee) “School, Training Facility or Postsecondary School or Postsecondary Institution Owner” means any person, firm, or corporation conducting or operating a school, training facility of body art, a postsecondary school cosmetology, or a postsecondary institution of Permanent Cosmetics or Semi-Permanent Cosmetics.
- (fff) “Section” means the Section of Cosmetology, Massage Therapy, Body Art, and Permanent or Semi-Permanent Cosmetics within the Arkansas Department of Health.
- (ggg) “Semi-Permanent Cosmetics” means the application of cosmetic products in or on the body to beautify the body to include but not limited to:
 - (1) Re-Pigmentation;
 - (2) Micro-needling;
 - (3) Eyelash Extensions; and,
 - (4) Removal of hair with products or instruments excluding waves, rays, or lasers.
- (hhh) “Services” means any work performed for compensation in any form by any person who is engaged in the Art of Cosmetology, Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetics.
- (iii) “Sharps” include, but are not limited to, any object that can penetrate the skin; any waste produced during physically altering a human being including tattooing, ear piercing, or any other process where a foreign object is used to cut or pierce the skin.
- (jjj) “Special Programs” means special training in a cosmetology school or postsecondary school to include aesthetics, manicuring and electrolysis.
- (kkk) “Sponsor” means an individual or business entity, including an event coordinator or manager, responsible for the organization of a convention, trade show, or other temporary event that includes a Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetics demonstration booth.
- (lll) “Sponsor Educator” means an instructor who is licensed and registered in the state of Arkansas and has completed an additional instructor’s course approved by the Department in accordance with §17-26-707 while working at a licensed school or institution for at least six (6) months.

- (mmm) “Sterilize” means the destruction of all microbial life through proper use of an autoclave.
- (nnn) “Student” means any person who is enrolled and engaged in learning or acquiring knowledge of the occupations of a cosmetologist, manicurist, aesthetician or electrologist, body art, Permanent Cosmetics or Semi-Permanent Cosmetics in a licensed school/institution or training facility or a postsecondary school/institution or training facility under a licensed instructor.
- (ooo) “Subdermal Implanting” means the insertion of an object under the skin of a live human being for ornamentation or decoration.
- (ppp) “Tattooing and Tattoo Procedure” means any method of placing designs, letters, scrolls, figures, symbols or any other marks upon or under the skin by introducing pigments, or by the production of scars to form indelible marks with the aid of needles or other instruments excluding the practice of Permanent Cosmetics or Semi-Permanent Cosmetics.
- (qqq) “Temporary Demonstrator License (Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetics)” means the licenses the Department may issue a temporary demonstration license to an artist, establishment, or a supplier of materials for Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetics for:
- (1) Educational purposes where Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetics is performed;
 - (2) Trade shows where Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetics is performed;
 - (3) Demonstrations of body art or permanent and Semi-Permanent Cosmetics products or procedures; and,
 - (4) An appearance as a guest artist.
- (rrr) “Uniformed Service Member” means an active or reserve component member of the United States Air Force, United States Army, United States Coast Guard, United States Marine Corps, United States Navy, United States Space Force, or National Guard; an active component member of the National Oceanic and Atmospheric Administration Commissioned Officer Corps; or an active or reserve component member of the United States Commissioned Corps of the Public Health Service.
- (sss) “Uniformed Service Veteran” means a former member of the United States uniformed services discharged under conditions other than dishonorable.
- (ttt) “Vendor” means a person who supplies Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetics materials, including Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetics instruments, at a temporary demonstration where Body Art, Permanent Cosmetics, or Semi-Permanent Cosmetics is performed.
- (uuu) “Working area or Clinical area” means any area that is used to render cosmetology services to the public.

(vvv) “Workroom” means a room where only body art procedures are rendered to the public, that is separate and apart from all other areas, and shall not be used as a corridor for access to other rooms, including the public restroom facilities for clients.

CERTIFICATION

This will certify that the foregoing Rules for Cosmetology, Body Art, Permanent Cosmetics or Semi-Permanent Cosmetics in Arkansas were adopted by the Arkansas Board of Health at a regular session of same held in Little Rock, Arkansas on the ____ day of _____, _____.

Dated at Little Rock, Arkansas this _____ day of _____, _____.

**José R. Romero, MD, FAAP, FIDSA, FAAAS
Secretary of Health**

APPENDIX A

MESSAGE THERAPY/AESTHETICIAN COURSE HOUR CONVERSION TABLE (UNDER PRIOR LICENSURE RULES)

Massage Therapy Curriculum	Required	Aesthetic Curriculum	Required	Credit Received	Aesthetic hours after credit
		Chemistry	40		40
Anatomy & Physiology	100	Physiology	35	35	0
		Bacteriology & Sanitation	35		35
Massage Technique & Practical Demonstration	60	Intro. To Skin Care	45	45	15
Hydrotherapy, Electrotherapy, Reflexology, heliotherapy	15	Skin Care	150	5	145
		Makeup & Corrective Makeup	50		50
		Eyebrow & Lashes	40		40
		Hair Removal	40		40
		Safety Precautions	20		20
Psychology and Hygiene	15	Professional. & Personality Development	20	15	5
Business, Law & Management	10	Management	20	10	10
		Salesmanship	15		15
		State Law & Rules	10		10
		Testing Evaluation	15		15
Applied the balance of the Massage Technique		Instructor's Discretion	65	15	45
Total	200	Total	600	125	475

MESSAGE THERAPY/AESTHETICIAN COURSE HOUR CONVERSION TABLE (UNDER PRIOR LICENSURE RULES)

Massage Therapy Curriculum	Required	Aesthetic Curriculum	Required	Credit Received	Aesthetic hours after credit
		Chemistry	40		40
Anatomy & Physiology	15 75	Physiology	35	35	None
		Bacteriology & Sanitation	35		35
Swedish Msg Technique Trigger Point	125 41 24	Intro. To Skin Care	45	45	15
Hydrotherapy, Electrotherapy, Reflexology, heliotherapy	15 10	Skin Care	150		145
		Makeup & Corrective Makeup	50		50
		Eyebrow & Lashes	40		40
		Hair Removal	40		40
		Safety Precautions	20		20
Business/Ethics Hygiene Health/hygiene	15 5 20	Professional. & Personality Development	20	20	5
Health Services Management	5	Management	20	5	10
		Salesmanship	15		15
		State Law & Rules	10		10
		Testing Evaluation	15		15
Applied the balance of the Massage Technique		Instructor's Discretion	65	65	45
Related Subjects	10				
Internship Prog	50				
Total	410	Total	600	170	430

APPENDIX A

MESSAGE THERAPY/AESTHETICIAN COURSE HOUR CONVERSION TABLE

Massage Therapy Curriculum	Required	Aesthetics Curriculum	Required	Credit Received	Aesthetic hours after credit
Health and Hygiene (body mechanics, vaccinations, etc.)	25	Bacteriology & Sanitation	35	25	10
Anatomy, Physiology, Pathology, & Kinesiology	175	Physiology	35	35	None
		Intro to skin care (pathology/physiology)	45	10	35
Hydrotherapy, electrotherapy, & heliotherapy	25			None	
Business & Ethics (includes law)	25	Professional & Personality Development	20	25	30
		Management	20		
		Salesmanship	15		
Technical Training	225	Skin Care	150	80	70
Other app. topics	25	Instructor's Discretion	65	None	65
		Chemistry	40	None	40
		Testing Evaluation	15	None	15
		State Laws & Rules	10	None	10
		Eyebrow & Lashes	40	None	40
		Hair Removal	40	None	40
		Safety Precautions	20	None	20
		Makeup & Corrective Makeup	50	None	50
Total	500	Total	600	175	425

MESSAGE THERAPY/COSMETOLOGY COURSE HOUR CONVERSION TABLE

Massage Therapy Curriculum	Required	Cosmetology Curriculum	Required	Credit Received	Cosmo hours after credit
Health and Hygiene (body mechanics, vaccinations, etc.)	25	Hygiene & Sanitation	80	25	55
Anatomy, Physiology, Pathology, & Kinesiology	175	Related Science (physiotherapy, cosmetricity, physiology, histology, anatomy, neurology, myology, and osteology)	120	80 (80 spent on A & P in cosmo)	40
Hydrotherapy, electrotherapy, & heliotherapy	25 (discretionary)			None	
Business & Ethics (includes law)	25	Salesmanship & Salon Management Professional Ethics	50	25	25
			50		50
Technical Training	225 (80 on hands/feet)	Manicuring	100	40	60
	(30 on face work)	Aesthetics	100	30	70
Other app. topics	25			None	
		Hairdressing	1000	None	1000
Total	500	Total	1500	200	1300

APPENDIX A

AESTHETICIAN COURSE/COSMETOLOGY COURSE HOUR CONVERSION TABLE

Aesthetic Curriculum	Required	Cosmetology Curriculum	Required	Credit Received	Cosmetology hours after credit
Chemistry	40	Related Sciences	120	40	80
Physiology	35				
Bacteriology & Sanitation	35	Hygiene & Sanitation	80	25	55
Intro. To Skin Care	45	Cosmetic Therapy	100	100	0
Skin Care	150				
Makeup & Corrective Makeup					
Eyebrow & Lashes	50				
Hair Removal	40				
Safety Precautions	40				
	20				
		Hairdressing	1000	0	1000
		Manicuring	100	0	100
Professional & Personality Development	20	Shop Department	50	20	30
Management	20	Salesmanship & Shop Management	50	35	15
Salesmanship	15				
State Law & Rules	10				
Testing Evaluation	15				
Instructor's Discretion	65				
Total	600	Total	1500	220	1280

COSMETOLOGY COURSE/ AESTHETICIAN COURSE HOUR CONVERSION TABLE

Cosmetology Curriculum	Required	Aesthetic Curriculum	Required	Credit Received	Aesthetic hours after credit
Related Sciences	120	Chemistry	40	75	0
			Physiology		
Hygiene & Sanitation	80	Bacteriology & Sanitation	35	35	0
Cosmetic Therapy	100	Intro. To Skin Care	45	100	245
		Skin Care	150		
		Makeup & Corrective Makeup			
		Eyebrow & Lashes	50		
		Hair Removal	40		
		Safety Precautions	40		
	20				
Hairdressing	1000			0	0
Manicuring	100			0	0
Shop Department	50	Professional & Personality Development	20	20	0
Salesmanship & Shop Management	50	Management	20	35	0
		Salesmanship	15		
		State Law & Rules	10	10	0
		Testing Evaluation	15	15	0
		Instructor's Discretion	65	0	65
Total	1500		600	290	310

APPENDIX A

MANICURE COURSE /COSMETOLOGY COURSE CONVERSION TABLE (UNDER PRIOR LICENSURE RULES)

Manicure Curriculum	Required	Cosmetology Curriculum	Required	Credit Received	Cosmetology hours after credit
Sterilization	40	Hygiene & Sanitation	80	25	55
		Related Science	120	0	120
		Hairdressing	1000	0	1000
Manicuring	200	Manicuring	100	100	0
		Cosmetic Therapy	100	0	100
Salon Management	50	Salesmanship & Shop Management	50	25	25
		Shop Department	50		50
Theory	60				
Total	350	Total	1500	150	1350

MANICURE COURSE/COSMETOLOGY COURSE CONVERSION TABLE

Manicure Curriculum	Required	Cosmetology Curriculum	Required	Credit Received	Cosmetology hours after credit
Health, Sanitation & Infection Control	75	Hygiene & Sanitation	80	25	55
Related Science	75	Related Science	120	40	80
		Hairdressing	1000	0	1000
Manicuring & Pedicuring	200	Manicuring	100	100	0
Advanced Nail Technology	200				
		Cosmetic Therapy	100	0	100
Career Development	50 (25)	Salesmanship & Shop Management	50	25	25
	(25)	Shop Department	50	25	25
Total	600	Total	1500	215	1285

COSMETOLOGY COURSE/ MANICURE (600 HOUR) COURSE CONVERSION TABLE

Cosmetology Curriculum	Required	Manicure 600 Curriculum	Required	Credit Received	Manicure hours after credit
Hygiene & Sanitation	80	Health, Sanitation & Infection Control	75	75	0
Related Science	120	Related Science	75	75	0
Hairdressing	1000			0	0
Manicuring	100	Manicuring & Pedicuring	200	100	100
		Advanced Nail Technology	200	0	200
Cosmetic Therapy	100			0	0
Salesmanship & Shop Management	50	Career Development	50 (25)	50	0
Shop Department	50		(25)		0
Total	1500	Total	600	300	300

APPENDIX A

MANICURE & AESTHETICIAN COURSES/COSMETOLOGY COURSE HOUR CONVERSION TABLE

Manicure Curriculum	Required	Aesthetic Curriculum	Required	Cosmetology Curriculum	Required	Credit Received	Cosmetology hours after credit
Related Science	75	Chemistry Physiology	40 35	Related Sciences	120	80	40
Health Sanitation & Infection Control	75	Bacteriology & Sanitation	35	Hygiene & Sanitation	80	55	25
		Intro. To Skin Care	45	Cosmetic Therapy	100	100	0
		Skin Care	150				
		Makeup & Corrective Makeup	50				
		Eyebrow & Lashes	40				
		Hair Removal	40				
		Safety precautions	20				
				Hairdressing	1000	0	1000
Manicuring Pedicuring	200			Manicuring	100	100	0
Advanced Nail Technology	200						
Career Development	50 (30)	Professional. & Personality Development	20	Shop Department	50	50	0
Salon Management	(20)	Management Salesmanship	20 15	Salesmanship & Shop Management	50	50	0
		State Law & Rules	10				
		Testing Evaluation	15				
		Instructor's Discretion	65				
Total	600	Total	600		1500	435	1,065

MANICURE & AESTHETICIAN COURSES/COSMETOLOGY COURSE HOUR CONVERSION TABLE (UNDER PRIOR LICENSURE RULES)

Manicure Curriculum	Required	Aesthetic Curriculum	Required	Cosmetology Curriculum	Required	Credit Received	Cosmetology Required after credit
		Chemistry	40	Related Sciences	120	40	80
		Physiology	35				
Sterilization	40	Bacteriology & Sanitation	35	Hygiene & Sanitation	80	55	25
		Intro. To Skin Care	45	Cosmetic Therapy	100	100	0
		Skin Care	150				
		Makeup & Corrective	50				
		Eyebrow & Lashes	40				
		Hair Removal	40				
		Safety Precautions	20				
				Hairdressing	1000	0	1000
Manicuring	200			Manicuring	100	100	0
		Professional. & Personality Dev.	20	Shop Department	50	20	30
Salon Management	50	Management Salesmanship	20 15	Salesmanship & Shop Man.	50	40	10
		State Law & Rules	10				
Theory	60	Testing Evaluation	15				
		Instructors Discretion	65				
Total	350	Total	600		1500	355	1,145

APPENDIX A

APPENDIX A

PERMANENT COSMETICS /AESTHETICIAN COURSE HOUR CONVERSION TABLE

Permanent Cosmetics Curriculum	Required	Aesthetic Curriculum	Required	Credit Received	Aesthetic hours after credit
Intro of PC	10				0
Anatomy and	5	Chemistry	40	5	35
Physiology	5	Physiology	35	5	30
Fundamental Protocol Procedure	30	Bacteriology-Sanitation	35	30	5
Medical Conditions	10			0	0
Color Theory	20			0	0
Pigment Formulation & Selections	20			0	0
Anesthetics	10			0	0
Fundamentals of Eyebrows	20			0	0
Fundamentals of Eyeliner	20			0	0
Fundamentals of Lips	20			0	0
Fundamental Healing & Touch ups	20			0	0
		Intro. To Skin Care	45	0	45
		Skin Care	150	0	150
		Makeup & Corrective	50	0	50
		Eyebrow & Lashes	40	0	40
		Hair Removal	40	0	40
Requirements and Safe Practices	20	Safety Precautions	20	20	0
Marketing and Finding a Job	15	Professional. & Personality Dev	20	15	5
		Management	20	10	10
		Salesmanship	15	0	15
State Law and Rules	10	State Law & Rules	10	5	5
		Testing Evaluation	15	0	15
		Instructor's Discretion	65	0	65
Insurance and NPI	10			0	0
Hands-On Techniques	155		0	0	0
Total	400	Total	600	90	510

APPENDIX A

AESTHETICIAN /PERMANENT COSMETICS COURSE HOUR CONVERSION TABLE

Aesthetic Curriculum	Required	PC Curriculum	Required	Credit Received	PC hours after credit
		Intro of PC	10	0	10
Chemistry	40	Anatomy and	5	5	0
Physiology	35	Physiology	5	5	0
Bacteriology & Sanitation	35	Fundamentals Protocol for Pro.	30	30	0
		Medical Conditions	10	0	10
		Color Theory	20	0	20
		Pigment Formulation and Selections	20	0	20
		Anesthetics	10	0	10
		Fundamentals of Eyebrows	20	0	20
		Fundamentals of Eyeliner	20	0	20
		Fundamentals of Lips	20	0	20
		Fundamentals of Healing & Touch Ups	20	0	20
Intro. To Skin Care	45			0	0
Skin Care	150			0	0
Makeup & Corrective	50			0	0
Eyebrow & Lashes	40			0	0
Hair Removal	40			0	0
Safety Precautions	20	Requirements & Safe Practice	20	20	0
Professional. & Personality Dev.	20	Marketing and Finding a Job	15	15	0
Management	20			0	0
Salesmanship	15			0	0
State Law & Rules	10	State Law and Rules	10	5	5
Testing Evaluation	15			0	0
Instructor's Discretion	65			0	0
		Insurance and NPI	10	0	10
		Hands-On Techniques	155	0	155
Total	600	Total	400	80	320

APPENDIX A

PERMANENT COSMETICS /COSMETOLOGY COURSE HOUR CONVERSION TABLE

PC Curriculum	Required	Cosmetology Curriculum	Required	Credit Received	Cosmo hours after credit
Intro of PC	10				0
Anatomy and Physiology	10	Related Science	120	10	110
Fundamentals Protocol for Procedures	30	Professional Ethics	49	20	29
Medical Conditions	10				
Color Theory	20				
Pigment Formulation and Selections	20				
Anesthetics	10				
Fundamentals of Eyebrows	20				
Fundamentals of Eyeliner	20				
Fundamentals of Lips	20				
Fundamentals of Healing and Touch Ups	20				
		Hairdressing	1000	0	1000
		Aesthetics	100	0	100
		Manicuring	100	0	100
Marketing and Finding a Job	15	Salesmanship and Shop Management	50	15	35
Requirement & Safe Practices	20	Hygiene & Sanitation	80	20	60
State Law and Rules	10				
		Domestic Violence	1	0	1
Insurance and NPI	10				
Hands-On Techniques	155				
Total	400	Total	1500	65	1435

COSMETOLOGY/ PERMANENT COSMETICS COURSE HOUR CONVERSION TABLE

Cosmo Curriculum	Required	Permanent Cosmetics Curriculum	Required	Credit Received	PC hours after credit
		Intro of PC	10		10
Related Science	120	Anatomy and Physiology	10	10	0
Professional Ethics	49	Fundamentals Protocol for Procedures	30	30	0
		Medical Conditions	10	0	10
		Color Theory	20	0	20
		Pigment Formulation and Selections	20	0	20
		Anesthetics	10	0	10
		Fundamentals of Eyebrows	20	0	20
		Fundamentals of Eyeliner	20	0	20
		Fundamentals of Lips	20	0	20
		Fundamentals of Healing and Touch Ups	20	0	20
Hairdressing	1000			0	0
Aesthetics	100			0	0
Manicuring	100			0	0
Salesmanship and Shop Management	50	Marketing and Finding a Job	15	15	0
Hygiene & Sanitation	80	Requirements and Safe Practices	20	20	0
		State Law and Rules	10	0	10
Domestic Violence	1			0	0
		Insurance and NPI	10		10
		Hands-On Techniques	155		155
Total	1500	Total	400	75	325

APPENDIX A

APPENDIX A

SEMI-PERMANENT COSMETICS /AESTHETICIAN COURSE HOUR CONVERSION TABLE

Semi-Permanent Cosmetics Curriculum	Required	Aesthetic Curriculum	Required	Credit Received	Aesthetic required after credit
Intro of Semi-PC	10				0
Anatomy and Physiology	17.5	Chemistry	40	17.5	22.5
	17.5	Physiology	35	17.5	17.5
		Bacteriology & Sanitation	35	0	35
		Intro. To Skin Care	45	0	45
Skin Care	150	Skin Care	150	150	0
Repigmentation and Makeup Application	65	Makeup & Corrective Makeup	50	30	20
Eyelash Extension	40	Eyebrow & Lashes	40	40	0
Hair Removal	40	Hair Removal	40	40	0
Safe Practices	20	Safety Precautions	20	20	0
		Professional. & Personality Development	20	0	20
		Management	20	0	20
		Salesmanship	15	0	15
State Law and Rules	10	State Law & Rules	10	5	5
		Testing Evaluation	15	0	15
Microneedling	40	Instructor's Discretion	65	40	25
Fundamentals of Healing and Touch-ups	40			0	0
Hands-On Techniques	150			0	0
Total	600	Total	600	360	240

AESTHETICIAN /SEMI-PERMANENT COSMETICS COURSE HOUR CONVERSION TABLE

Aesthetic Curriculum	Required	Semi-Permanent Cosmetics Curriculum	Required	Credit Received	Body Art required after credit
		Intro of Semi-PC	10		10
Chemistry	40	Anatomy and Physiology	17.5	22.5	17.5
Physiology	35	Physiology	17.5	17.5	17.5
Bacteriology & Sanitation	35				0
Intro. To Skin Care	45				0
Skin Care	150	Skin Care	150	150	0
Makeup & Corrective Makeup	50	Repigmentation and Makeup Application	65	30	35
Eyebrow & Lashes	40	Eyelash Extension	40	40	0
Hair Removal	40	Hair Removal	40	40	0
Safety Precautions	20	Safe Practices	20	20	0
Professional. & Personality Development	20				0
Management	20				0
Salesmanship	15				0
State Law & Rules	10	State Law and Rules	10	5	5
Testing Evaluation	15				0
Instructor's Discretion	65	Microneedling	40	0	0
		Fundamentals of Healing and Touch-ups	40	0	40
		Hands-On Techniques	150	0	150
Total	600	Total	600	325	275

APPENDIX A

SEMI-PERMANENT COSMETICS /COSMETOLOGY COURSE HOUR CONVERSION TABLE

Semi-Permanent Cosmetics Curriculum	Required	Cosmetology Curriculum	Required	Credit Received	Cosmetology hours required after credit
Intro of Semi-PC	10				
Anatomy and Physiology	35	Related Science	120	35	85
Safe Practices	20	Hygiene & Sanitation	80	20	60
		Hairdressing	1000		1000
Skin Care	150	Aesthetics	100	100	0
Repigmentation and Makeup Application	65				
Eyelash Extension	40				
Hair Removal	40				
		Manicuring	100		100
		Salesmanship and Shop Management	50		50
State Law and Rules	10	Professional Ethics	49	10	39
		Domestic Violence	1		1
Microneedling	40				
Fundamentals of Healing and Touch-ups	40				
Hands-On Techniques	150				
Total	600		1500	165	1335

COSMETOLOGY /SEMI-PERMANENT COSMETICS COURSE HOUR CONVERSION TABLE

Cosmetology Curriculum	Required	Semi-Permanent Cosmetics Curriculum	Required	Credit Received	Semi-Permanent Cosmetics hours required after credit
		Intro of Semi-PC	10		10
Related Science	120	Anatomy and Physiology	35	35	0
Hygiene & Sanitation	80	Safe Practices	20	20	0
Hairdressing	1000				
Aesthetics	100	Skin Care	150	100	50
		Repigmentation and Makeup Application	65	30	35
		Eyelash Extension	40	40	0
		Hair Removal	40	40	0
Manicuring	100				
Salesmanship and Shop Management	50				
Professional Ethics	49	State Law and Rules	10	10	
Domestic Violence	1				
		Microneedling	40	0	40
		Fundamentals of Healing and Touch-ups	40	0	40
		Hands-On Techniques	150	0	150
Total	1500	Total	600	275	325

APPENDIX A

APPENDIX A

SEMI-PERMANENT COSMETICS /BODY ART COURSE HOUR CONVERSION TABLE

Semi-Permanent Cosmetics Curriculum	Required	Body Art Curriculum	Required	Credit Received	Body Art hours required after credit
		Intro to Body Art	10	0	10
Intro of Semi-PC	10				0
State Law and Rules	10	State Law and Rules	10	10	0
Anatomy and Physiology	35	Anatomy and Physiology	20	20	0
Safe Practices	20	Requirements and Safe Practices	20	20	0
Skin Care	150				
Repigmentation and Makeup Application	65				
Eyelash Extension	40				
Hair Removal	40				
		Medical Conditions	10	0	10
		Fundamentals Protocol for Procedures	30	0	30
		Color Theory	20	0	20
		Fundamentals of Tattooing	60	0	60
Microneedling	40				
Fundamentals of Healing and Touch-ups	40	Fundamentals of Healing and Touch-ups	20	20	20
		Sanitation and Disinfection	25		
Hands-On Techniques	150	Hands-On Techniques	150	75	75
Total	600		375	145	230

BODY ART/SEMI-PERMANENT COSMETICS COURSE HOUR CONVERSION TABLE

Body Art Curriculum	Required	Semi-Permanent Cosmetics Curriculum	Required	Credit Received	Semi-PC hours required after credit
Intro to Body Art	10				0
		Intro of Semi-PC	10		10
State Law and Rules	10	State Law and Rules	10	10	0
Anatomy and Physiology	20	Anatomy and Physiology	35	20	15
Requirements and Safe Practices	20	Safe Practices	20	20	0
		Skin Care	150		150
		Repigmentation and Makeup Application	65		65
		Eyelash Extension	40		40
		Hair Removal	40		40
Medical Conditions	10			0	0
Fundamentals Protocol for Procedures	30			0	0
Color Theory	20			0	0
Fundamentals of Tattooing	60			0	0
		Microneedling	40		40
Fundamentals of Healing and Touch-ups	20	Fundamentals of Healing and Touch-ups	40	20	20
Sanitation and Disinfection	25				
Hands-On Techniques	150	Hands-On Techniques	150	75	75
Total	375		600	145	455

APPENDIX A

PERMANENT COSMETICS /BODY ART COURSE HOUR CONVERSION TABLE

Permanent Cosmetics Curriculum	Required	Body Art Curriculum	Required	Credit Received	Body Art hours required after credit
		Intro to Body Art	10	0	10
Intro of PC	10				0
Anatomy and Physiology	10	Anatomy and Physiology	20	20	0
Fundamentals Protocol for Procedures	30	Fundamentals Protocol for Procedures	30	30	0
Requirements and Safe Practices	20	Requirements and Safe Practices	20	20	0
Medical Conditions	10	Medical Conditions	10	10	0
Color Theory	20	Color Theory	20	20	0
Pigment Formulation and Selections	20				
Anesthetics	10				
Fundamentals of Eyebrows	20				
Fundamentals of Eyeliner	20			0	0
Fundamentals of Lips	20				
		Fundamentals of Tattooing	60	0	60
Fundamentals of Healing and Touch Ups	20	Fundamentals of Healing and Touch-ups	20	20	0
Marketing and Finding a Job	15				
		Sanitation and Disinfection	25	0	25
State Law and Rules	10	State Law and Rules	10	10	0
Insurance and NPI	10				
Hands-On Techniques	155	Hands-On Techniques	150	75	75
Total	400		375	205	170

BODY ART/ PERMANENT COSMETICS COURSE HOUR CONVERSION TABLE

Body Art Curriculum	Required	Permanent Cosmetics Curriculum	Required	Credit Received	PC hours required after credit
Intro to Body Art	10				0
		Intro of PC	10		10
Anatomy and Physiology	20	Anatomy and Physiology	10	10	0
Fundamentals Protocol for Procedures	30	Fundamentals Protocol for Procedures	30	30	0
Requirements and Safe Practices	20	Requirements and Safe Practices	20	20	0
Medical Conditions	10	Medical Conditions	10	10	0
Color Theory	20	Color Theory	20	20	0
		Pigment Formulation and Selections	20		20
		Anesthetics	10		10
		Fundamentals of Eyebrows	20	0	20
		Fundamentals of Eyeliner	20	0	20
		Fundamentals of Lips	20	0	20
Fundamentals of Tattooing	60			0	0
Fundamentals of Healing and Touch-ups	20	Fundamentals of Healing and Touch Ups	20	20	0
		Marketing and Finding a Job	15	0	15
Sanitation and Disinfection	25				
State Law and Rules	10	State Law and Rules	10	10	0
		Insurance and NPI	10	0	10
Hands-On Techniques	150	Hands-On Techniques	155	75	80

APPENDIX A

	375	Total	400	195	205
PERMANENT COSMETICS /SEMI-PERMANENT COURSE HOUR CONVERSION TABLE					
Permanent Cosmetics Curriculum	Required	Semi-Permanent Curriculum	Required	Credit Received	Semi-Permanent hours after credit
		Intro of Semi-PC	10	0	10
Intro of PC	10				
Anatomy and Physiology	10	Anatomy and Physiology	35	10	25
Fundamentals Protocol Procedures	30				
Requirements and Safe Practices	20	Safe Practices	20	20	0
Medical Conditions	10				
Color Theory	20				
		Skin Care	150	0	150
		Repigmentation and Makeup Application	65	0	65
		Eyelash Extension	40	0	40
		Hair Removal	40	0	40
Pigment Formulation & Selection	20				
Anesthetics	10				
Fundamentals of Eyebrows	20				
Fundamentals of Eyeliner	20				
Fundamentals of Lips	20				
		Microneedling	40		40
Fundamentals of Healing and Touch Ups	20	Fundamentals of Healing and Touch-ups	40	20	20
Marketing and Finding a Job	15				
State Law and Rules	10	State Law and Rules	10	10	0
Insurance and NPI	10				
Hands-On Techniques	155	Hands-On Techniques	150	75	75
Total	400	Total	600	135	465

APPENDIX A

SEMI-PERMANENT COSMETICS /PERMANENT COURSE HOUR CONVERSION TABLE

Semi-Permanent Curriculum	Required	PC Curriculum	Required	Credit Received	Semi-Permanent hours after credit
Intro of Semi-PC	10				
		Intro of PC	10	0	10
Anatomy and Physiology	35	Anatomy and Physiology	10	10	0
		Fundamentals Protocol Procedures	30	0	30
Safe Practices	20	Requirements and Safe Practices	20	20	0
		Medical Conditions	10	0	10
		Color Theory	20	0	20
Skin Care	150			0	0
Repigmentation and Makeup Application	65			0	0
Eyelash Extension	40			0	0
Hair Removal	40			0	0
		Pigment Formulation & Selection	20	0	20
		Anesthetics	10	0	10
		Fundamentals of Eyebrows	20	0	20
		Fundamentals of Eyeliner	20	0	20
		Fundamentals of Lips	20	0	20
Microneedling	40				0
Fundamentals of Healing and Touch-ups	40	Fundamentals of Healing and Touch Ups	20	20	0
		Marketing and Finding a Job	15	0	15
State Law and Rules	10	State Law and Rules	10	10	0
		Insurance and NPI	10	0	10
Hands-On Techniques	150	Hands-On Techniques	155	75	80
Total	600	Total	400	135	265

APPENDIX A

BARBER COURSE/COSMETOLOGY COURSE CONVERSION TABLE (THE SAME HOURS BOTH WAYS)

Barber Curriculum	Required	Cosmetology Curriculum	Required before Credit	Credit Received	Cosmetology Required after credit
Hygiene, chemistry relating to sterilization and antiseptics;	80	Hygiene & Sanitation	80	80	0
Scientific fundamentals for barbering; Physiology	175	Related Science	120	120	0
Hair cutting; Bobbing; Waving; Chemical Services	410 300 325	Hairdressing	1000	700	300
		Manicuring	100	0	100
Shaving; Beard trimming; Massaging and manipulating the muscles of the face, neck, and scalp	50			0	0
		Cosmetic Therapy	100	0	100
Shop Management & Salesmanship	100 50	Salesmanship & Shop Management	50	0	50
Shop Department	10	Shop Department	50	0	50
TOTAL	1500		1500	900	600